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## Computer-5

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# Preface

**Computer** : Computers is a comprehensive series of eight books designed specifically for the needs and requirements of the students studying in classes 1-8. This series perfectly complies with the NCERT syllabus criteria and the National Curriculum Framework's vision. In keeping with NEP 2020's guidelines, the series adopts an interactive approach to make it possible for the learners to enjoy computers. This book includes enough questions in accordance with the NEP criteria. The fundamental principles of NEP which are recognizing, identifying and fostering the unique capabilities of each student, respect for diversity, and consideration for the local context in all topics, are always kept in mind while framing the book.

The topics are introduced in a way that children experience and learn through exploration.

Child-friendly language and contextual images have been incorporated throughout the series to make the material more understandable for young readers. This allows them to connect what they read and relate it to the views, ideas, and experiences they encounter every day.

## Salient Features of the series:

**Learning Outcomes** : It guides both the teacher and the students towards the correct direction of efficient learning. It establishes the path of learning for efficient and superior learning results.

**Warm Up** : Children can connect their prior knowledge to the chapter's topic through simple yet engaging activities.

**Teacher's note** : An outline of guidelines for teachers to follow in the classroom in order to make lessons interactive and discussion-based.

**Let me answer** : Questions related to the topic which are essential for checking pupil understanding and keeping them engaged with the task at hand.

**Do You know** : An interesting piece of information related to the topic.

**Remember It** : Additional information about the topic to encourage children to wonder about various surroundings.

**Kids' IQ** : These questions have been included to reinforce learners to think, analyse and apply.

**Up skill your Intelligence** : Ample exercises with a range of questions to support learning.

**Critical Thinking** : Questions which allow the learners to think clearly and rationally.

**Team Work** : It enables the students to collaborate with others.

The content is structured and well graded. Sincere efforts have been made to prevent any inconsistencies and make this series a perfect complement to the students' education. Any worthwhile recommendations for the improvement of the series are always welcome and greatly appreciated.

Author

# FOCUS AREAS

## 1 GENERATIONS OF COMPUTERS

**Learning Outcomes**

At the end of this chapter, the students will be able to:

- Know the characteristics/features of different generations of computers.
- Learn about the Primary and Secondary memory of a computer.

**Warm-up**

Match the following. Four generations. What did or do they use?

Grand Parents (Very old)

Parents (Old)

Adults (Mid age)

Baby (3-6 yrs)

**Learning Outcomes**

It shows the right path of learning to the teacher as well as students. It establishes the direction of learning for efficient and superior learning results.

**Warm-Up**

Children can connect their prior knowledge to the chapter's topic through simple yet engaging activities.

## 2 LEARNING MORE ABOUT WINDOWS 10

**Learning Outcomes**

At the end of this chapter, the students will be able to:

- Know various features of Windows 10.
- Enhance their knowledge of various components of Windows.
- Change window appearance.

**Warm-up**

Number the following windows from older versions to advanced editions.

Windows 7, Windows 10, Windows XP, Windows 2000, Windows Vista, Windows 8.1

**Teacher's Note:**

An outline of guidelines for teachers to follow in the classroom in order to make lessons interactive and discussion-based.

**Setting the Lock screen**

A screensaver is a computer program that displays the black screen or fills it with moving patterns when the computer has been idle for a designated time.

Follow the given steps to change the screen saver.

**Steps:**

- Right-click on the blank area of the desktop.
- From the pop-up menu, select the Personalize option.
- The settings window will be displayed.
- Select the Lock screen option from the left pane.
- Click on the screen saver option, and a dialog box will appear.
- Select the desired Screen saver and click on the apply option.
- The chosen screen saver will be applied.

**Live Tiles**

In the right panel of the Start Menu, the most popular Universal apps in the form of movable live tiles are displayed. All the latest information, such as news, weather report and much more are shown here.

Follow the given steps to toggle a live tile.

**Steps:**

- Click on the Start menu.
- Right-click on the tile whose size you want to change.

**Remember It**

Additional information about the topic to encourage children to wonder about various surroundings.

Some of the most useful apps are:

- Weather App:** This app lets you know all about the Weather such as real-time news alerts, extensive measurement temperature and much more.
- Email App:** This app lets you to manage all your email accounts in one place. Also, it gives the notification of all the incoming mails.
- News App:** This application displays the latest news to keep the user up-to-date.

**Kids' IQ**

Python is a general purpose, high-level programming language with the news every body knows the kind of app do should use for the same.

**Let's Recall**

- The most important program of a computer is its operating system.
- The first window that appears when we start the computer is called the Desktop.
- All the deleted files/files are moved into the Recycle Bin.
- The long horizontal bar found at the through bottom is the taskbar.
- Files and folders stored in our system are displayed in the file Explorer Window.
- Universal App is an application that works on all devices from phones to high-powered desktops.

**Let's Recall**

It aids in providing a brief summary of the entire chapter.

**Kids' IQ**

These questions have been included to reinforce learners to think, analyse and apply.

# OF NEP 2020

## Do You Know

An interesting piece of information related to the topic.

## Critical Thinking

Questions which allow the learners to think clearly and rationally.

## Let me Answer

Questions related to the topic which are essential for checking pupil understanding and keeping them engaged with the task at hand.

## Team Work

It enables the students to collaborate with others.

## Upskill Your Intelligence

Ample exercises with a range of questions to support learning.

3. Select the field you intend to add and the field name will appear in the document.

**Do You Know?**  
To print a merge form on a separate sheet, click on the Print button.

**VIEWING THE MERGED DATA**  
Follow the given steps to preview the merged data.

Steps:

1. On the Mappings tab, click on the Preview Results button. Alternatively, click the Next Preview your letters under the 'Step 4 of 4' section.
2. The data stored in the fields will appear.
3. Once you've previewed the records, click on the Final Merge button.

4. How can we merge the Main Document and Data source together?

5. Write the different ways to select a list from the address book.

**Critical Thinking**

4. **Share an idea** to give the merged data. Share it in response.

1. The data stored in the fields will appear.
2. Once you've previewed the records, click on the Final Merge button.
3. On the Mappings tab, click on the Preview Results button.

5. **It's Benjamin's birthday. He has made a beautiful letter using MS Word. He wants to send a personal invitation to his friends without typing their names and addresses again and again. Suggest to him the way to save his time.**

**Team Work**

6. **Use the book of real data. Create a data source of your classmates which includes their personal information such as Name, Date of Birth, Address, phone numbers, and parents' names for the school identity.**

1. How many students are there in your class?
2. How many pieces of student information are used?
3. How did you pass the Step of your school in the identity card?

**MERGING THE COMPONENTS OF MAIL MERGE**  
After creating the data source, merge both the components Main Document and Data Source together.

Follow the given steps to merge these two:

Steps:

1. Select the records you want to merge and click OK.

2. On the Mappings tab, click on the Insert Merge Field button to insert the fields from the database.

3. Once you've previewed the records, click on the Final Merge button.

**Basket Your Intelligence**

4. **Fill in the blanks.**

1. \_\_\_\_\_ names of school 2020 is used to combine a data source with the main document.
2. Two important components of Mail merge are \_\_\_\_\_ and \_\_\_\_\_.
3. \_\_\_\_\_ consists of personal information.
4. \_\_\_\_\_ tab needs to be clicked in order to create the main document.
5. The Mail Merge Pane appears on the \_\_\_\_\_ side of the window.

5. **Answer in our words.**

1. The tab which you select to activate the mail merge option.
2. Component of Mail Merge which contains the text to be used in all responses.
3. The option we choose to select a list from the address book of Outlook.
4. The button which is clicked to insert the fields from the database.
5. The option to use the records before merging.

6. **Write 'T' for True statements and 'F' for False statements.**

1. The two main components of a mail merge process are the main document and data source.
2. Mail individual letters option allows you to save the individual letter permanently and print it later.
3. To add letters to the list, we click on the New Entry button.
4. Information in Data Source is required to combine text with the field names.
5. We can select the list from the address book of Outlook.

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# 1

# GENERATIONS OF COMPUTERS



## Learning Outcomes

At the end of this chapter, the students will be able to:

- ♦ Know the characteristic features of different generations of computers.
- ♦ Learn about the Primary and Secondary memory of a computer.

## Warm-up

Match the following.

Four generations

What did or do they use?

Grand Parents( Very old)



Parents ( Old)



Adults ( Mid age)



Baby ( 5-6 yrs)



Teacher's Note:

Apprise students that with every passing generation, progress takes place that makes our life better and easier.



*“Hey Friends! Let’s learn about different generations of computers.”*

In today’s world, for almost every activity whether personal or business-related; in one or other way, we rely on the computer system. It’s amazing how easily computers operate, in terms of speed, accuracy, and readiness. As a result of their high-speed processors and data storage devices, modern computers are more potent than earlier models which were only meant to be used for calculations. Since ancient times, simple manual machines like the Abacus helped people in doing calculations.

In 1833, Charles Babbage who is referred to as the ‘Father of Computer’; invented the machine called Analytical Engine. It was the first-ever working model of a mechanical computer, whose structure is considered the basic framework of modern-day computers today - input, output and storage.

## GENERATIONS OF COMPUTERS

The technology employed changes with each generation. The modern-day computer is the result of changes that took place over a period of time. There are five generations of computers.

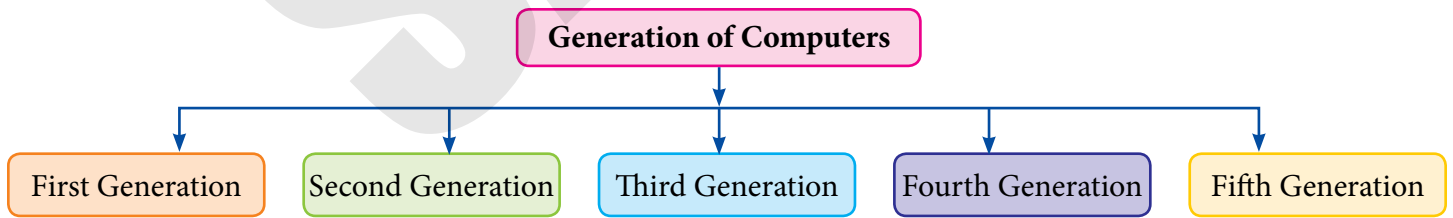


Figure 1.1: Timeline

### First Generation of Computers (1940 - 1956)

The features of the first generation computers were:

- ❖ These computers were huge in size.

- ❖ The calculations were carried out using circuitry made of vacuum tubes.
- ❖ They used a lot of electricity and produced a lot of heat.
- ❖ They used punched cards for the communication of data.



Figure 1.2: First Generation Computers

**Examples:** Mark I, ENIAC and UNIVAC.

### Second Generation of Computers (1956 - 1963)

In this generation, assembly language and high-level programming languages like FORTRAN, and COBOL were used. The computers used batch processing and a multiprogramming operating system. Storage media such as tape, disk and printers were in use for output.

The features of the second generation computers were:

- ❖ They were a bit large but smaller, cheaper and faster than the first generation computers.
- ❖ In order to perform the calculations, they used transistors instead of vacuum tubes.
- ❖ Magnetic tapes were used to store data.
- ❖ In this generation, the use of the keyboard as an input device was also introduced.

**Examples:** IBM 1620, IBM 7094 AND UNIVAC 1108



#### Do You Know?

Similar to modern-day electric bulbs, vacuum tubes existed. They used to fuse regularly and produced a lot of heat.

The UNIVAC had 5200 vacuum tubes.



Figure 1.3: Transistor



Figure 1.4: Second Generation of Computer

### Third Generation of Computers ( 1964 - 1971 )

Integrated circuits were developed in the third generation, which resulted in smaller-sized computers with better performance and more storage.

The main features of the third-generation computers were:

- ❖ They used Integrated Circuits, which reduced the size and increased the speed of the computers.
- ❖ They were more affordable and efficient than second-generation computers.
- ❖ Monitors and keyboards were used for communication.

**Examples:** Honeywell 6000 series, IBM system 360 and UNIVAC 9000 series



Figure 1.5: Integrated circuit chips



Figure 1.6: Third Generation of Computer

### Fourth Generation of Computers ( 1972 - 1981 )



#### Let Me Answer

*Who comes in the fourth generation in your family?*

The invention of Very Large Scale Integration (VLSI) came into existence in which thousands of transistors were on a single chip called a microprocessor.

The main features of the fourth-generation computers were:

- ❖ The size of the computers was reduced to what we call a Personal computer.
- ❖ The speed of the computers was increased and the cost was reduced.
- ❖ GUI operating system was introduced.

**Examples:** DEC 10, CRAY 2 and Apple II.



Figure 1.7: VLSIC



Figure 1.8: Fourth Generation of Computer

## Fifth Generation of Computers ( 1982 - Present)

In the fifth generation, VLSI technology became ULSI (Ultra Large Scale Integration) technology. The devices are equipped with AI-based technologies like face detectors, fingerprint detectors and much more.



The first Microprocessor was created by Intel.

The main features of the fifth-generation computers were:

- ❖ The size, cost, speed and are improved with high performance.
- ❖ Development of new versions of GUI Operating systems.
- ❖ The computers can recognise a human face, fingerprints and voice.

**Examples:** Notebooks from IBM and Robots.

The two key factors that have accelerated the development of different generations are processing speed and storage capacity. It is important for us to know about Computer memory and its types.



### COMPUTER MEMORY AND ITS TYPES

Computer memory refers to the storage area of a computer where all the data and instructions are stored.

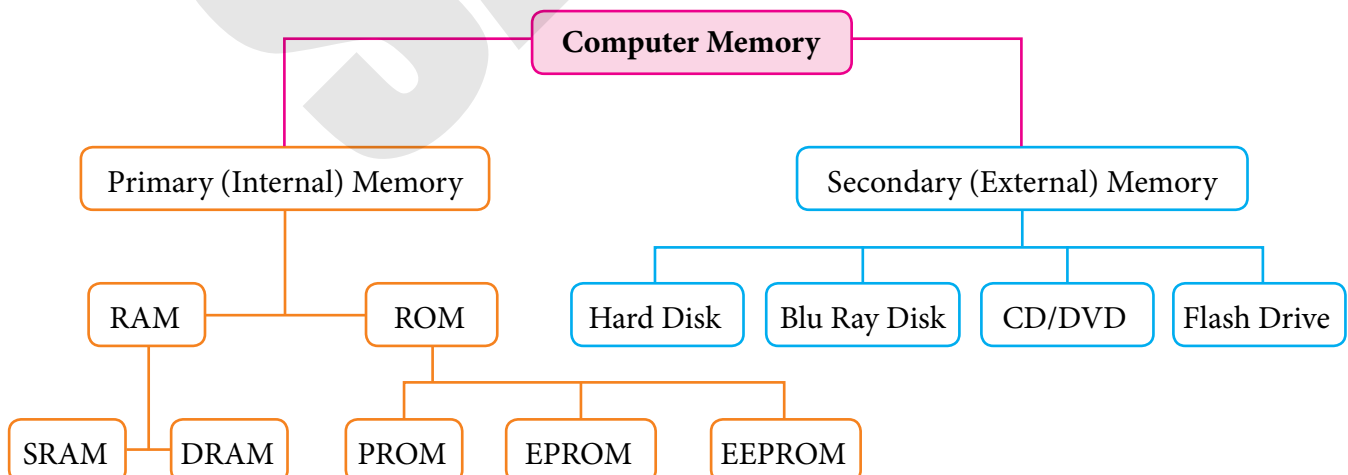


Figure 1.9: Computer Memory

## PRIMARY MEMORY

Primary Memory is a section of computer memory that the CPU can access directly, also called Main memory or Internal memory. It has constrained capacity. We can broadly classify Primary Memory into two parts:

1. Read Only Memory or ROM
2. Random Access Memory or RAM

### Read-Only Memory or ROM

As the name suggests, we can only read from this memory and cannot write on it. It is the built-in memory of a computer. Moreover, it does not lose data after the power supply is cut off i.e. it is non-volatile. Furthermore, its main function is to store the program and instructions permanently.



Figure 1.10: ROM

### ROM is of three types:

- ❖ **PROM:** The user can only change the programmable Read-Only Memory once.
- ❖ **EPROM:** It is Erasable Programmable Read-Only Memory which can be erased as well as reprogrammed.
- ❖ **EEPROM:** The Electrically Erasable Programmable Read-Only Memory can be modified by erasing the content and reprogrammed.

### Random Access Memory or RAM

Random-Access Memory is a type of computer memory that can be read and modified in any order. It is usually used to store working data and machine



Figure 1.11: RAM

code. The storage of data and instructions is temporary. It is a volatile memory, i.e. When the power is cut off, it loses its content.

We can broadly classify RAM into two types on the basis of behaviour:

- ❖ **SRAM:** As long as the computer is powered on, the data is kept in static RAM (SRAM).
- ❖ **DRAM:** This memory is temporary and constantly refreshes its content.



## SECONDARY MEMORY

Secondary Memory stores a large amount of information permanently, i.e., it doesn't lose its memory when the power is off. It is also called External Memory. Some of the secondary storage devices are Hard Disk, CD-ROM, Digital Versatile Disc, Blu Ray Disc and Pen Drive.

### Hard Disk:

Hard disks are storage devices designed to hold a lot of information. It is the main and the largest secondary data storage device in a computer. Hard disk stores the operating system, software and other files. It is created using the collection of discs known as platters. The platters are placed one below the other. They are coated with magnetic material.



Figure 1.12: Hard Disk

### CD-ROM ( Compact Disc-Read Only Memory)

It is an optical storage device that has the capacity to hold a wide range of data in the form of text, photos, video, and audio. The storage capacity of a CD is up to 700 MB of data. Its shape is circular and is made up of polycarbonate plastic.



Figure 1.13: CD-ROM

## DVD ( Digital Versatile Disc)

A Digital Versatile Disc, usually known as a DVD, resembles a CD in appearance but has a larger storage capacity, holding up to 4.7 GB of data.



Figure 1.14: DVD

## Blu-Ray Disc

A Blu-Ray Disc looks just like a CD or a DVD but it can store data or information up to 25 GB. It is developed for recording, rewriting and playing high-definition video. The name Blu-Ray is derived from the technology that is used to read the disc 'Blu' from the blue-violet laser and 'Ray' from an optical ray.



Figure 1.15: Blu-Ray Disc

## Pen Drive

A pen drive is a small device, which is used to transfer and store data. It is also called a USB drive or Flash drive. It comes in various storage capacities, such as 1 GB, 2 GB, 4 GB, 8 GB, 16 GB, 32 GB, 64 GB, up to 1 TB.



Figure 1.16: Pen Drive



### Let me Answer

*For what purpose have you used a pen drive?*



### Kids' IQ

List the names of the brands which make pen drives.



### Let's Recall

- Charles Babbage is referred to as the 'Father of Computer'.
- There are five generations of computers.
- First Generation Computers used punched cards for the communication of data.
- In the second generation, the use of the keyboard as an input device was also introduced.
- In the Fourth generation, GUI operating system was introduced.
- Primary Memory is also referred to as Main Memory.
- Secondary Memory is also referred to as External Memory.

**A. Fill in the blanks**

1. In ancient times, simple manual machines like ..... helped people in doing calculations.
2. .... is referred to as the Father of Computer.
3. .... was the first-ever working model of a mechanical computer.
4. There are ..... generations of computers.
5. .... circuits were developed in the third generation.

**B. Write 'T' for True statements and 'F' for False statements.**

1. Computers of the first generation were small in size.
2. Magnetic tapes were used in the second-generation computers to store data.
3. IBM system 360 is an example of a third-generation computer.
4. In the fifth generation of computers, VLSI came into existence.
5. ULSI stands for Uniform Large Scale Integration.

**C. Answer in one word.**

1. A type of computer memory that can be read and modified in any order.  
.....
2. A secondary storage device which resembles a CD in appearance but has a larger storage capacity. ....
3. A storage device that is also referred to as a USB drive or Flash drive. .  
.....
4. The memory which is temporary and constantly refreshes its content.  
.....
5. A storage device made up of Polycarbonate plastics. ....

**D. Write the following in expanded form.**

1. ROM - .....
2. RAM- .....
3. CD-ROM- .....
4. DVD- .....
5. VLSI- .....

**E. Answer the following questions.**

1. How many generations of computers are there?  
.....  
.....
2. Write the features of the second generation computers.  
.....  
.....
3. State the difference between the third generation and fourth generation computers.  
.....  
.....
4. What do you mean by Primary Memory? Explain.  
.....  
.....
5. Explain any three types of secondary storage devices.  
.....  
.....



**Critical Thinking**

**A. Some features have been listed below. Segregate them in the appropriate columns.**

- ❖ GUI operating system was introduced.

- ❖ Punched Cards for the communication of data.
- ❖ Usage of Integrated Circuits.
- ❖ The computers can recognise human face, voice and finger prints.
- ❖ The use of the keyboard as an input device was introduced.

First Generation	Second Generation	Third Generation	Fourth Generation	Fifth Generation

**B. Samaksh attended the marriage ceremony of his cousin. He wants to take all the pictures but the file is larger than 16GB. Advise him as to what should he do.**



### Team Work

**Let us discuss the topic - Generation of Computers.**

<p>Which generation of computer do you use? List 5 features.</p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p>	<p>Which types of secondary storage do you use? List the name of the devices.</p> <p>1. ....</p> <p>2. ....</p> <p>3. ....</p> <p>4. ....</p> <p>5. ....</p>
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# LEARNING MORE ABOUT WINDOWS 10



## Learning Outcomes

At the end of this chapter, the students will be able to:

- ♦ Know various features of Windows 10.
- ♦ Enhance their knowledge of various components of Windows.
- ♦ Change windows appearance.



## Warm-up

Number the following windows from older versions to advanced editions.



Windows 7



Windows 10



Windows XP



Windows 2003



Windows VISTA



Windows NT



### Teacher's Note:

Assist students in arranging the editions of the windows in chronological order. Apprise them that continuous research and increased technology usage has led to the advanced editions of Windows by Microsoft.



*“Hi Friends! Hi Friends! In the previous class, we already learnt about some of the features of windows 10. Let’s learn more!”*

As we know, a computer is a machine that cannot think on its own and requires instructions from us. The most important program of a computer is its operating System. Windows is such an operating system that acts as a medium through which we can interact with the hardware, using the software.

The first GUI edition of windows with a new user interface was introduced in 1995 and was called Windows 95.

Windows 10 is the latest version of Windows available in the market.



## FEATURES OF WINDOWS 10

Following are the features of Windows 10

- ❖ It is interesting and easy to use.
- ❖ The most secured version of windows.
- ❖ The use of graphics makes it quite interactive.
- ❖ The enhanced tool, Cortana, allows in searching the information on the system or the web directly.
- ❖ The new start menu helps to give us easy access to apps and services.
- ❖ The new Task view button on the taskbar provides the ability to open multiple desktops at the same time. You can create an unlimited number of desktops.



### Do You Know?

Bill Gates is the founder of Microsoft.



Figure 2.1: Window 10

- ❖ The window snapping feature allows working with multiple applications on the screen.
- ❖ Microsoft Edge is the default browser of windows 10. It helps you to write and highlight directly on web pages.
- ❖ With Windows Hello, you can instantly access your Windows 10 devices using a PIN, facial recognition software, or a fingerprint in a more private and secure way.
- ❖ The window store provides a lot of free and paid applications.



## COMPONENTS OF WINDOWS 10

### Components of Windows 10

#### Desktop

The first screen that appears when we start the computer is called the Desktop. It has various icons of files and folders. By default, the taskbar is located at the bottom of the desktop screen.



Figure 2.2: Desktop

#### Icons

Icons are tiny images on the desktop that represent files, folders, and apps. Some of the common desktop icons include This PC, application icons, shortcut icons, and recycle bin.



## LET US LEARN ABOUT THESE ICONS IN DETAIL

### 1. This PC Icon:

It shows all the files and folders stored on our computer system. It helps us in ordering the data stored on the local drives efficiently.



Figure 2.3:  
This PC icon

## 2. Application Icons:

To display a specific application on a computer, windows employ application icons. It provides easy access to the related application.



Figure 2.4: Application Icons

## 3. Shortcut Icons:

A shortcut icon provides direct access to a certain application. It has a small arrow on its lower left.


 **Let Me Answer**  
*What do you mean by shortcut?  
Have you ever taken a shortcut?*



Figure 2.5: Shortcut Icon

## 4. Recycle Bin Icon:

All the deleted files/folders are moved into the Recycle bin. We can easily restore a file or a folder from recycle bin or it can be deleted permanently.



Figure 2.6: Recycle bin

## Start Button

It is at the bottom left of the screen. By clicking on it, we get two panels side by side. The panel on the left displays apps in a listed form in alphabetical order. Live tiles which show the new updates are on the right panel.

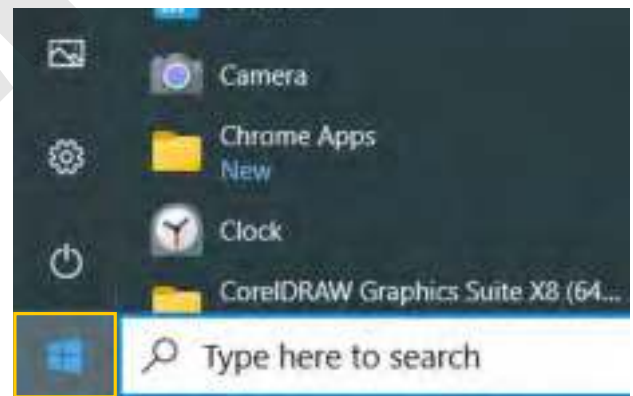


Figure 2.7: Recycle bin

## Taskbar

The long horizontal bar found at the desktop's bottom is the taskbar.

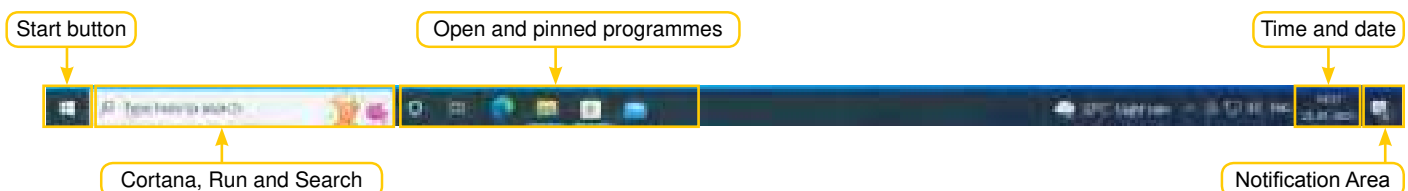


Figure 2.8: Windows Taskbar

It shows the Start button on the extreme left side. Just next to the Start button is the search box, Cortana. It helps to browse both your computer and the web. To the right of the Cortana is the Task view button which allows accessing multiple desktops simultaneously. The area which lies in the mid of the taskbar contains the apps which are opened and are used frequently. In the taskbar, we have a notification area on the right side, which shows the clock, date, and some more icons. On the extreme right, the Peek button is present which makes the desktop visible by minimizing all the open windows.



## CUSTOMISING WINDOW APPEARANCE

With the wide range of settings in Windows 10, we can change the appearance to make the desktop and apps look better.

### Changing the wallpaper

Follow the given steps to change the wallpaper.

#### Steps:

1. Right-click on the blank area of the desktop.
2. From the pop-up menu, select the Personalize option.
3. The settings window will be displayed.
4. Under the Personalization panel, click on the background option.
5. Select the background available or click on the browse button to select the picture of your choice.
6. The selected picture will be set as the desktop background.



Figure 2.9: Background

## Setting the Screen Saver

A screensaver is a computer program that displays the black screen or fills it with moving patterns when the computer has been idle for a designated time.

Follow the given steps to change the screen saver.

### REMEMBER IT!



Press window Key + L together to lock your computer.

### Steps:

1. Right-click on the blank area of the desktop.
2. From the pop-up menu, select the Personalize option.
3. The settings window will be displayed.
4. Select the Lock screen option from the left pane.
5. Click on the screen saver option, and a dialogue box will appear.
6. Select the desired Screen saver and click on the apply option.
7. The chosen screen saver will be applied.



Figure 2.10: Lock Screen

## Live Tiles

In the right panel of the Start Menu, the most popular Universal apps in the form of resizable live tiles are displayed. All the latest information such as news, weather report and much more are shown here.

Follow the given steps to resize a live tile.

### Steps:

1. Click on the Start menu.
2. Right-click on the tile whose size you want to change.



Figure 2.11: Live Tiles

3. Select the option Resize, and choose the size of your choice from the sub-menu.

## Turning a Live Tile On/Off

Follow the given steps to turn on Live tiles.

### Steps:

1. Click on the Start menu.
2. Right-click on the tile you want to turn on.
3. Click on more, and click Turn live tile on.

Similarly, you can turn off the Live tile by selecting Turn Live tile off.



Figure 2.12: Turning a Live Tile On/Off

## Displaying Windows Together

Multiple application windows can be displayed side by side, in Windows 10.

Follow the given steps to display windows together.

### Steps:

1. Open Excel window, Word window and Paint 3D.
2. Now, Right-click on the blank area of the taskbar.
3. Select the 'Show Windows Side by Side' option from the pop-up menu.
4. All the three windows will be displayed side by side.

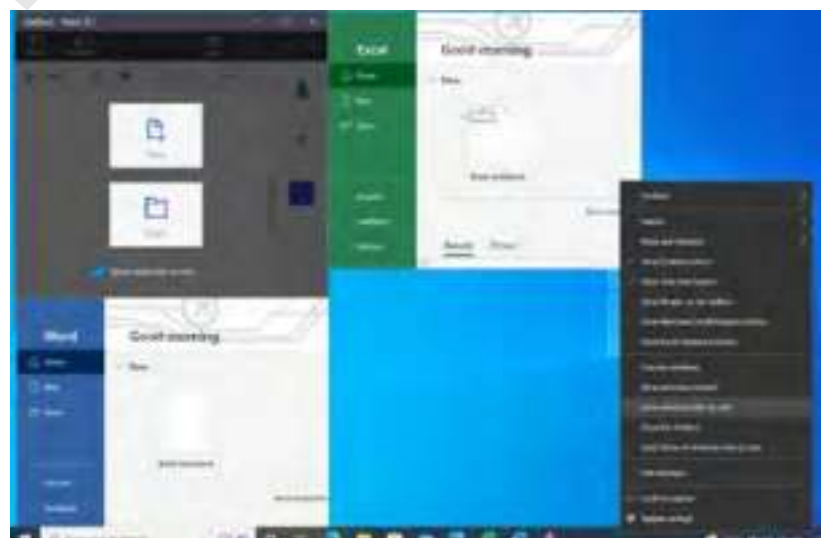


Figure 2.13: Displaying Multiple Windows Together



## FILE EXPLORER WINDOW

Files and Folders stored in our system are displayed in the File Explorer Window. It allows us to view and manage files and folders. Further, we can create, open, move or delete a folder in this window.

### Opening File Explorer

Follow the given steps to open the File Explorer window.

#### Steps:

1. Click on the Start button.
2. Click on the File Explorer option.
3. The File Explorer Window will open.
4. Alternatively, click the Windows button (Windows button) + E.

### Components of File Explorer Window

1. **Search Box:** In this box, we can search files or folders in the system.
2. **Navigation Pane:** It is on the left and is used to explore disks and drives.
3. **Content Area:** It contains icons representing the drives in the system.
4. **Address Bar:** Here, the path of the currently open file or the folder is displayed.



Figure 2.15: File Explorer



## UNIVERSAL APPS OF WINDOWS 10

Universal App is an application that works on all devices from phones to high-powered desktops. Moreover, these apps can work on different types of devices such as iPhones and Smartwatches.

Some of the most useful apps are:

- ❖ **Weather App** - This app lets you know all about the Weather such as real-time rain alerts, minimum/maximum temperature and much more.
- ❖ **E-mail App** - This app aids you to manage all your mail accounts in one place. Also, it gives the notification of all the incoming mails.
- ❖ **News App** - This application displays the latest news to keep the user up-to-date.



Figure 2.16: Weather App



## Kids' IQ

Pragya is a content writer . She has to keep herself updated with the news every hour. Suggest the kind of app she should use for the same.



## Let's Recall

- The most important program of a computer is its operating System.
- The first screen that appears when we start the computer is called the Desktop.
- All the deleted files/folders are moved into the Recycle bin.
- The long horizontal bar found at the desktop's bottom is the taskbar.
- Files and Folders stored in our system are displayed in the File Explorer Window.
- Universal App is an application that works on all devices from phones to high-powered desktops.

**A. Fill in the blanks.**

1. The most important program of a computer is its .....
2. The first GUI edition of Windows with a new user was introduced in .....
3. .... is the latest version of windows available in the market.
4. The Window store provides a lot of free or paid .....
5. The first screen that appears when we start the computer is called the .....

**B. Answer in one word.**

1. Tiny images on the desktop that represent files, folders and apps.  
.....
2. Location of the taskbar.  
.....
3. An icon that provides direct access to a certain application.  
.....
4. The tiles which display the most popular Universal apps.  
.....
5. The window which displays files and folders stored in our system.  
.....

**C. Write 'T' for True statements and 'F' for False statements.**

1. A computer is a machine that thinks on its own.
2. The first GUI edition of Windows was called Windows 95.
3. Bill Gates is the founder of Microsoft.

4. In windows 10, we can create an unlimited number of desktops.

5. All deleted files/folders are moved into This PC.

**D. Identify the following icons/apps and write their names.**



.....

.....

.....



.....

.....

.....

**E. Answer the following questions.**

1. Write any five features of Windows 10.

.....  
.....

2. Brief about any two components of Windows 10.

.....  
.....

3. Write the steps to change the wallpaper.

.....  
.....

4. What do you mean by a screen saver?

.....  
.....

5. What is the purpose of the File Explorer Window?

.....  
.....



## Critical Thinking

**A. Anushka wants to write the information from two different files. Suggest to her the option she can use to open two files side by side.**

.....  
.....

**B. Unscramble the letters to form a word.**

1. SLUIVNEAR PAP - .....
2. VILE EILT - .....
3. DTESKPO - .....
4. SKBTAAR - .....
5. SNIOC- .....



## Team Work

**A. Work in pairs. Find out a quote on hard work by some famous personality and set it as your wallpaper.**

**B. Discuss with your friends.**

1. Which type of wall paper do you like most?  
a. nature                      b. famous persnalities                      c. 3D objects.
2. How did you the write the quote?
3. Discuss about your screen wallpaper.

# ADVANCE FEATURES OF MS WORD



## Learning Outcomes

At the end of this chapter, the students will be able to:

- ♦ Apply the styling features in MS Word.
- ♦ Insert symbols and shapes.
- ♦ Set the page margins, size, orientation and colors.
- ♦ Use Thesaurus to improve vocabulary.



Can you make a friendship card?



Friendship Card

Ask your parents to allow you to use their computer and make a friendship card to celebrate Friendship-Day with your friends.



**Teacher's Note:**

*With the help of the above activity, introduce the students to the advance features of MS-Word 2016.*



*“Hi friends! Let’s learn about the advanced features of MS-Word, It helps up to learn various styling features.*”

Microsoft Word 2016 is the most popular word processor developed by Microsoft Corporation. It is one of the world’s largest companies in software development.

Word 2016 has the ability to create, read, edit and share files at once very easily. Formatting can also be done in the documents.

Let’s further study the advanced features of MS Word 2016.



## **MS WORD STYLES**

Styling is the process of altering the font’s appearance in terms of size, color, and themes. In MS Word, we can change the style of any text in a sentence or paragraph.

We can use the styles option, which include predetermined styles, to quickly change the font style.



### **Do You Know?**

Using the design a style option provided in the styles drop-down list, you can build your own special styles.

Styling features can be applied to the following elements:

### **Paragraph**

The outlook of a paragraph can be changed completely by changing its styling. A paragraph consists of different options like heading, quote, index, header, footer, bibliography, salutation, address and much more.

### **Character**

The smallest element in a word document is a character.

## Linked Content

Linked Content is a mix of paragraphs and characters. It has styles available for both paragraphs and characters.



**Let Me Answer**

*What is a paragraph?*

## Table

There are different table styles available such as Plane Table, Grid Table, List Table, Colourful Grid and many more.

## List

A list contains ordered and unordered list items.

Follow the given steps to apply styles to a Paragraph.

### Steps:

1. Select the desired paragraph.
2. In the style group, click on the more option.
3. A drop-down containing different style options will appear.
4. Place the cursor over the desired Style.
5. See the change in the selected text.

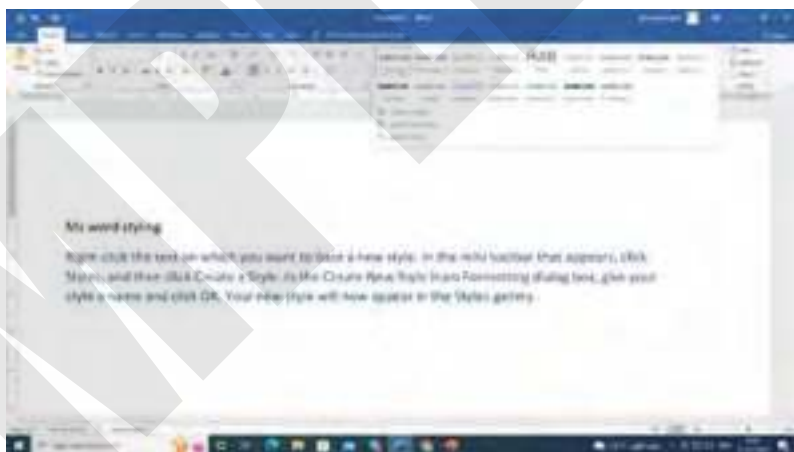


Figure 3.1: Applying Styles



## **SUBSCRIPT**

You must have observed TH after some numbers or some numbers like '2' after some letters in chemical formulas. Denoting a number or letter above or below the baseline makes it either a Superscript or a Subscript.



**Let Me Answer**

*Tell the chemical formula which has a number as subscript.*



Figure 3.2: Creating Subscript

The subscript option places the selected text slightly below the baselines and makes it appear smaller than the rest of the text.

Follow the given steps to create a Subscript.

### Steps:

1. Type the formula CO<sub>2</sub> and select 2.
2. From the font group, select the subscript Option.
3. You will notice that '2' will be placed below the baseline.



## SUPERSCRIPT

The superscript option places the selected text slightly above the baselines and makes it appear smaller than the rest of the text.

Follow the given steps to create a Superscript.

### Steps:

1. Type the date 10<sup>th</sup> April and select th.
2. From the font group, select the superscript Option.
3. You will notice that 'th' will be placed above the baseline.

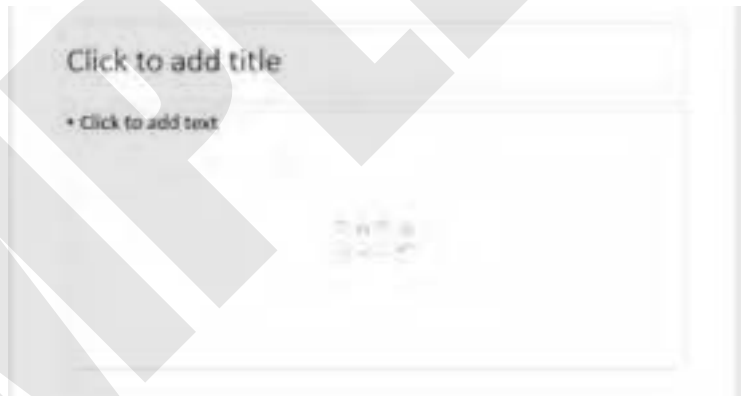


Figure 3.3: Creating Superscript

### REMEMBER IT!



By pressing Ctrl+Shift++ key combination, you can create Superscript.



## INSERTING SYMBOLS

Symbols are special characters.

Follow the given steps to insert symbols.

### Steps:

1. Take the cursor to the point where you wish to insert the symbol.

2. Go to the Symbols group in the Insert tab, and select the symbol button.
3. Pick a symbol of your choice or choose the more symbols option.
4. When you find the symbol of your choice, double-click on it.
5. The symbol will be inserted at the desired place.
6. Click on the cancel button.

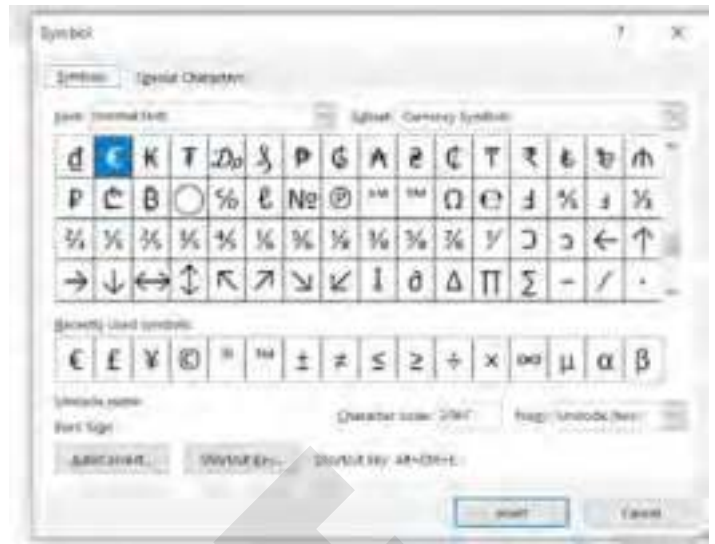


Figure 3.4: Symbol



## UNDO AND REDO COMMANDS

MS Word 2016 keeps the record of all the alterations that we do in a document. The Undo command allows you to discard the most recent change. The Redo command reverses the most recent change made using Undo. These buttons appear in the Quick Access Toolbar in Microsoft by default.

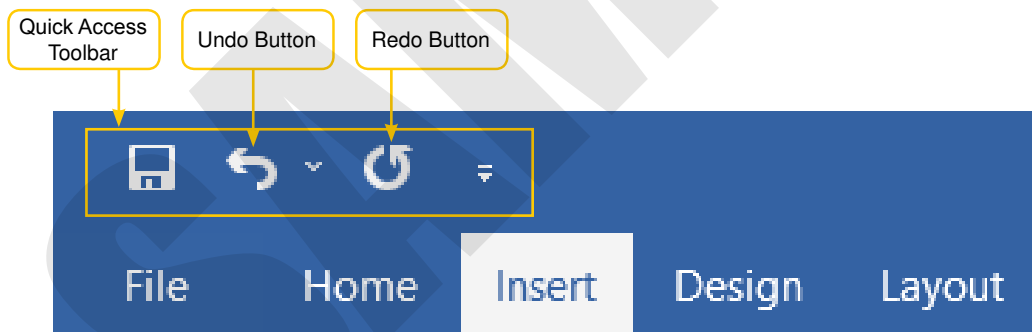


Figure 3.5: Quick Access Toolbar

Follow the given steps to undo the last action.

### Steps:

1. On the Quick Access Toolbar, click Undo. Alternatively, you can press Ctrl + Z.
2. Click the drop-down arrow next to Undo, if you want to undo several actions at the same time.

Follow the given steps to redo the last action.

### Steps:

1. On the Quick Access Toolbar, click Redo. Alternatively, you can press Ctrl + Y.



## PAGE SETTINGS

In Word, we have options for formatting the page and also for setting the page properties.

### Setting Margins

A margin is the amount of space between the text and the edge of the page. The default margins are set at 1" from top and bottom and 1" from the left and right edge of the page.

In Word 2016, we can manually set the margin on all four sides of a document. Follow the given steps to set the Page Margins.

### Steps:

1. Click on the Layout tab.
2. In the Page Setup group, select the Margins buttons.
3. Select the margin from the list or customise it as per your requirement.
4. Type the values for Top, bottom, left and right margins.
5. In the Apply to drop-down list, choose the option : Whole document.
6. Click OK.

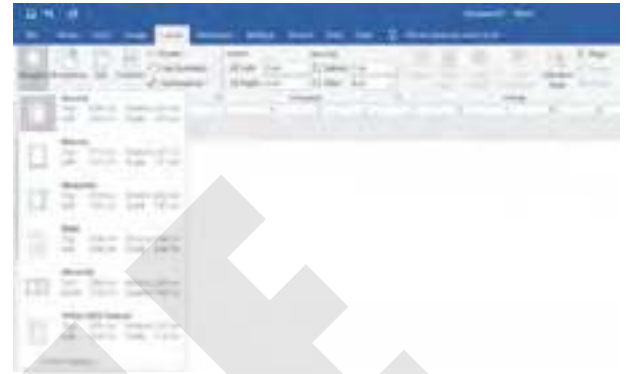


Figure 3.6: Page Margins

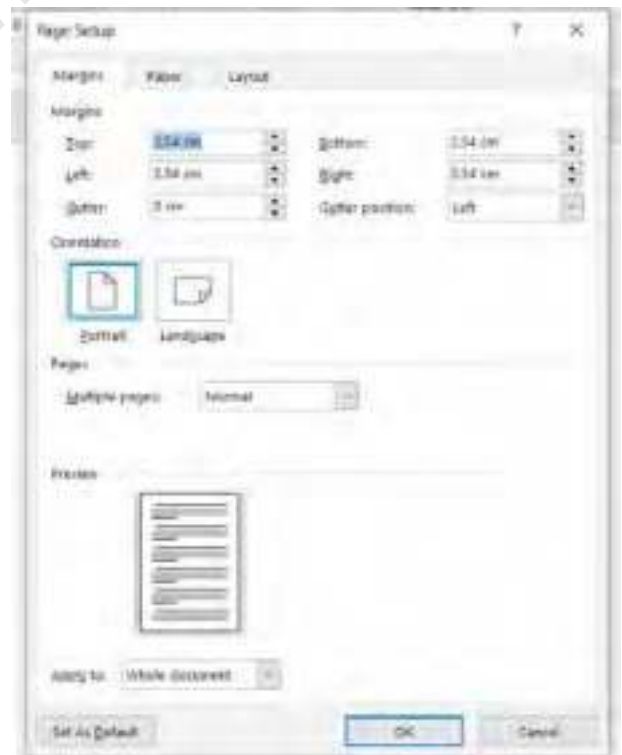


Figure 3.7: Page Setup

## Setting Paper Orientation

The property to set the printing direction of the text is called Page Orientation. It is of two types: Portrait and Landscape Orientation. The default orientation is Portrait, which is vertical.



Figure 3.8: Page Orientation

Follow the given steps to change paper orientation to Landscape (Horizontal).

### **Steps:**

1. Select the Layout tab.
2. In the Page Setup group, click on the Orientation button.
3. From the drop-down list, choose the landscape orientation.
4. The orientation of the page changes to Landscape.

## Setting Page Size

In Word 2016, different sizes of paper can be used to write a document.

Follow the given steps to change the page size of the Word.

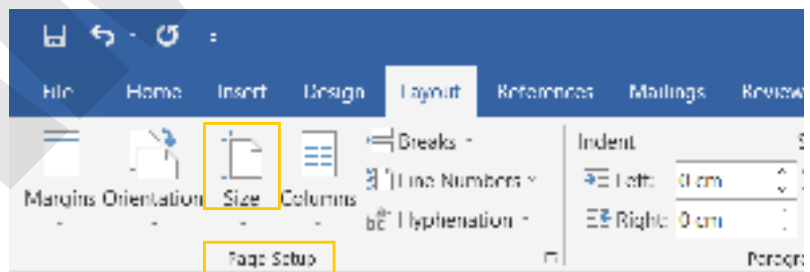


Figure 3.9: Page Size

### **Steps:**

1. Select Layout Tab.
2. In the Page Setup group, click on the size button.
3. A drop-down menu appears. The current page size is highlighted.
4. Select the desired page size option.
5. The size of the page will change.



## WORKING WITH SHAPES

AutoShapes is a tool to help you draw objects on your document. There are many shapes such as lines, call-out, equation shapes and many more.

Follow the given steps to insert a shape in the document.

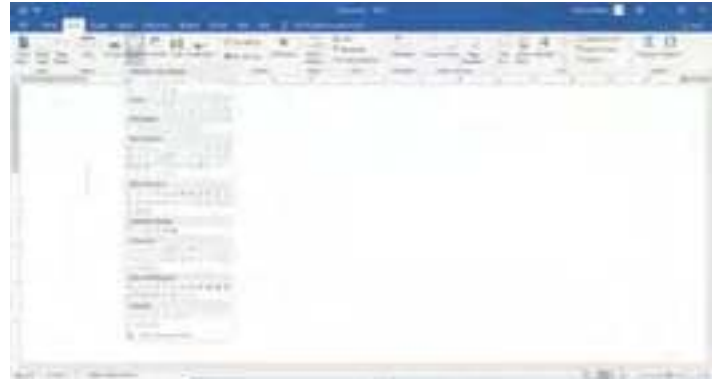


Figure 3.10: Shapes

### Steps:

1. Click on the Insert tab.
2. In the Illustration group, select the shapes button.
3. A drop-down menu will displayed.
4. Click on the desired shape.
5. The mouse pointer changes to (+) plus sign.
6. Take the plus sign to the desired place in the document and drag it to add the shape.

### Placing Text in a Shape

Text can also be inserted in the shape.

Follow the given steps to add text in a shape.

### Steps:

1. Select the shape you want to add text in.
2. Right-click on it.
3. A pop-menu appears, select the Add text option.

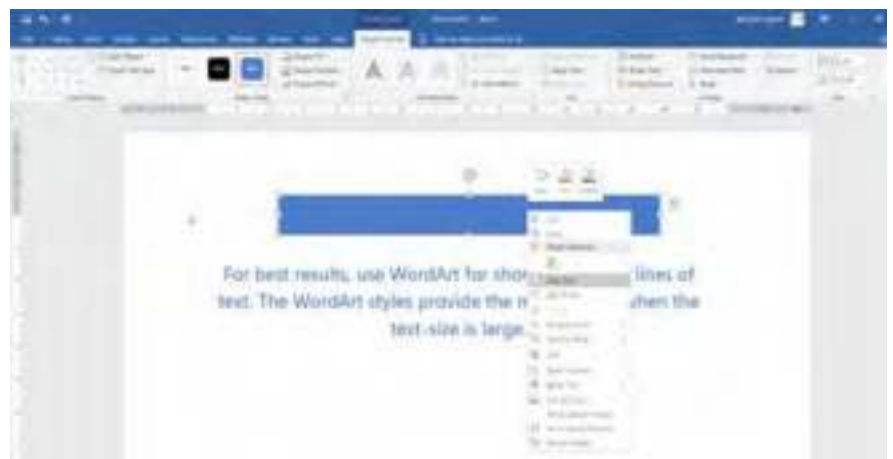


Figure 3.11: Placing Text in a Shape

- Now type the text in the placeholder.
- Click outside the placeholder to complete the task.

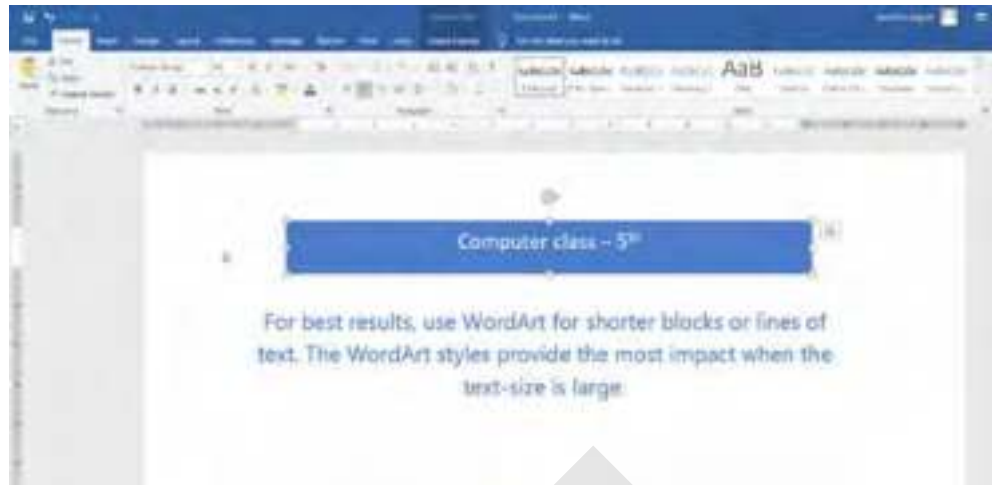


Figure 3.12: Typing Text in a Shape



## THESAURUS

Microsoft Word includes a tool that enables you to perform synonym and antonyms

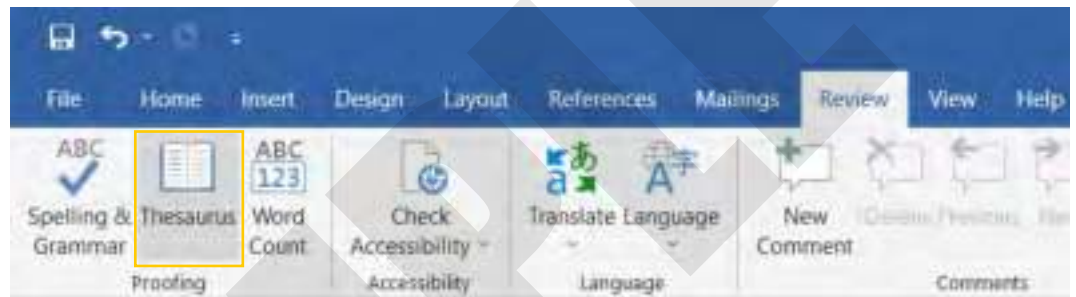


Figure 3.13: Thesaurus

searches using the Thesaurus. Also, we can also look up for a suggestion of a word.

Follow the given steps to use the Thesaurus.

### Steps:

- Select the word for which you want a synonym or antonym.
- Click on the Review tab.
- In the proofing group, select the Thesaurus option.
- The Research task pane appears with synonyms and antonyms.
- Choose the desired word and select the Insert option.
- The existing word will be changed with the new word.

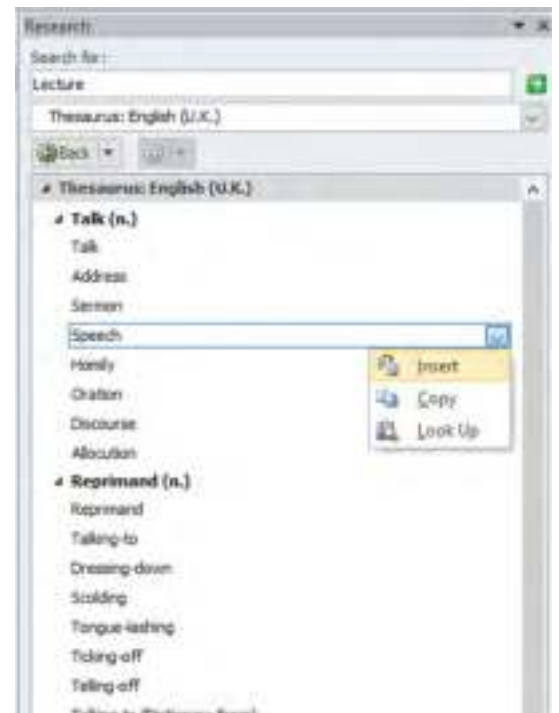


Figure 3.14: Search for Synonyms or Antonyms



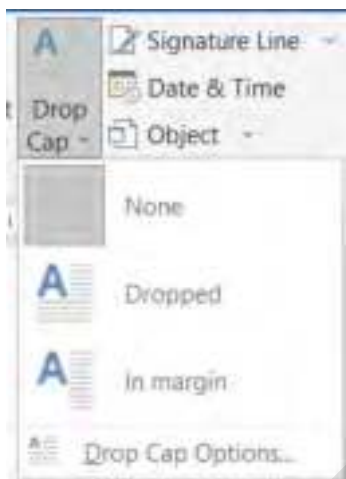
## DROP CAP EFFECT

A drop cap (dropped capital) is a large capital letter used as a decorative element at the beginning of a paragraph or section. The size of a drop cap is usually two or more lines.

There are two types of Drop Cap:

**Dropped** option allows you to create a drop cap that fits within your paragraph.

**The Margin** option allows to create a drop cap that is in the margin, outside of your paragraph.



**H**ow doth the little crocodile  
Improve his shining tail,  
And pour the waters of the Nile  
On every golden scale!  
How cheerfully he seems to grin,  
How neatly spreads his claws,  
And welcomes little fishes in,  
With gently smiling jaws!

Figure 3.15: Drop Cap Effect

Follow the given steps to apply Drop Cap Effect.

### Steps:

1. Select the first letter of a paragraph.
2. Click on the Insert Tab.
3. Select Drop Cap button and a drop-down menu appears.
4. Select either dropped or in margins as per your requirement.
5. The selected character will be changed.



## HEADER AND FOOTER

Information is added to the top and bottom of each page using the header and footer, respectively.

Follow the given steps to add a header to your document.

### Steps:

1. Click on the Insert tab.
2. In the Header and Footer group, select the header button.
3. A drop-down menu appears, select the Blank option.
4. A placeholder of the header will be displayed at the top margin of the document.
5. Click on the placeholder to add text.
6. In the close group, click on the close header and footer button.
7. Observe the top margin of the document.

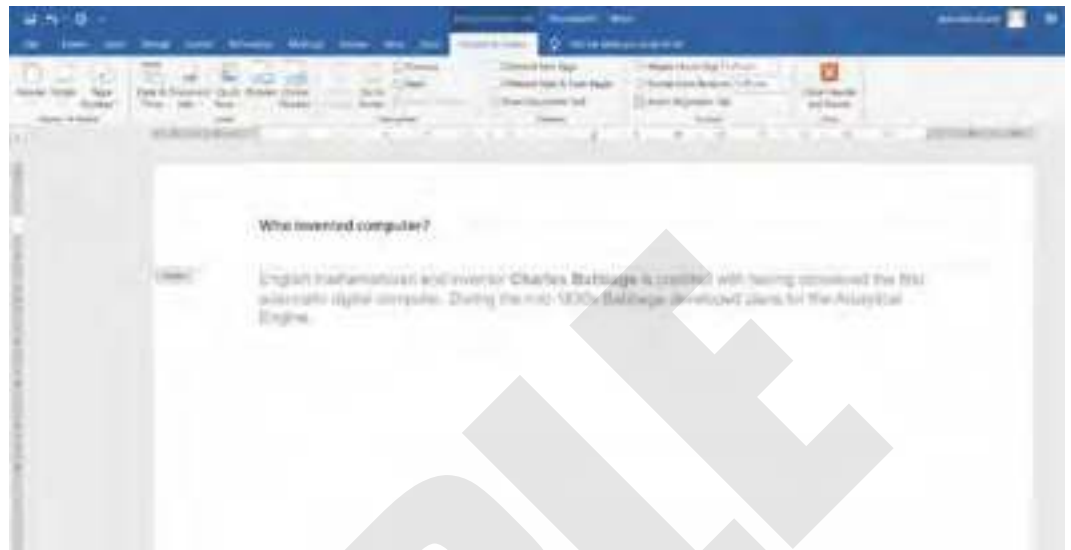


Figure 3.16: Adding Header

Follow the given steps to add a footer to your document.

### Steps:

1. Click on the Insert tab.
2. In the Header and Footer group, select the footer button.
3. A drop-down menu appears, select the Blank option.

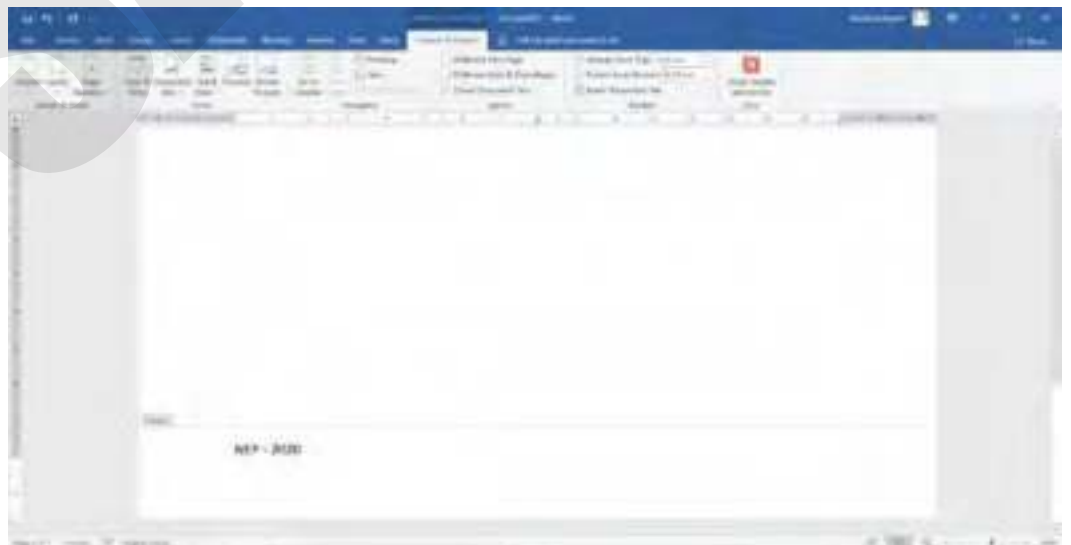


Figure 3.17: Adding Footer

4. A placeholder of the footer will be displayed at the top margin of the document.
5. Click on the placeholder to add text.
6. In the close group, click on the close header and footer button.
7. Observe the bottom margin of the document.



## REMOVING HEADER OR FOOTER

- ❖ From the header drop-down menu, select remove header to withdraw header.
- ❖ From the footer drop-down menu, select remove footer to withdraw footer.



## Kids' IQ

Harman is writing an article for her school magazine. She wants to use advanced vocabulary. Suggest the right option to her.



## Let's Recall

- Microsoft Word 2016 is the most popular word processor developed by Microsoft Corporation.
- Styling is the process of altering the font's appearance in terms of size, color, and themes.
- The subscript option places the selected text slightly below the baselines.
- A margin is the amount of space between the text and the edge of the page.
- AutoShapes is a tool to help you draw objects on your document.
- Information is added to the top and bottom of each page using the header and footer, respectively.

**A. Fill in the blanks**

1. Microsoft word is the word processor developed by .....
2. The smallest element in a word document is a .....
3. Linked content is a mix of ..... and .....
4. A list contains ..... and ..... list items.
5. The Subscript option places the selected text slightly ..... the baseline.

**B. Answer in one word.**

1. The process of altering the appearance of font in terms of size, color and themes.  
.....
2. The option that places the selected text slightly above the baseline.  
.....
3. These are the special characters.  
.....
4. The command that allows you to discard the most recent change.  
.....
5. By default, Undo and Redo commands appear in this toolbar.  
.....

**C. Write 'T' for True statements and 'F' for False statements.**

1. The outlook of a paragraph cannot be changed.
2. The Redo command reverses the most recent change made using Undo.
3. Press Ctrl + U to apply Undo Command.
4. A margin is the amount of space between the text and the edge of the page.
5. The default page orientation is landscape, which is horizontal.

**D. Tick the correct answer.**

1. In the word, ..... helps us look up for a suggestion of a word.
 

<input type="checkbox"/> a. Header	<input type="checkbox"/> b. Footer
<input type="checkbox"/> c. Thesaurus	<input type="checkbox"/> d. Drop Cap effect
  
2. A tool that helps you draw objects on your document.
 

<input type="checkbox"/> a. Font	<input type="checkbox"/> b. Shapes	<input type="checkbox"/> c. Symbols	<input type="checkbox"/> d. Margins
----------------------------------	------------------------------------	-------------------------------------	-------------------------------------
  
3. Page size can be changed by clicking on ..... tab.
 

<input type="checkbox"/> a. File	<input type="checkbox"/> b. Insert	<input type="checkbox"/> c. Design	<input type="checkbox"/> d. Layout
----------------------------------	------------------------------------	------------------------------------	------------------------------------
  
4. Dropped and In Margins are two options of .....
 

<input type="checkbox"/> a. Margins	<input type="checkbox"/> b. Drop Cap Effect
<input type="checkbox"/> c. Paragraph	<input type="checkbox"/> d. Insert
  
5. The information which is added to the bottom of each page.
 

<input type="checkbox"/> a. Header	<input type="checkbox"/> b. Footer	<input type="checkbox"/> c. Symbols	<input type="checkbox"/> d. Shapes
------------------------------------	------------------------------------	-------------------------------------	------------------------------------

**E. Answer the following questions.**

1. Write the steps to apply styles to a Paragraph.

.....

.....

2. State the difference between Header and Footer.

.....

.....

3. What is the use of the Drop Cap effect in the word?

.....

.....

4. What do you mean by Subscript?

.....

.....

5. How can we set the Page Margins?

.....

.....



## Critical Thinking

**A. Find the group names in the grid where the following options can be found.**

1. Page Margins - .....
2. Symbols - .....
3. Thesaurus - .....
4. Shapes - .....

D	Q	J	W	E	D	R	T	Y	U	P	I	P
X	A	S	P	D	F	G	P	H	I	U	J	R
A	S	P	F	G	J	H	I	J	H	T	K	O
Y	Q	W	E	R	T	D	W	E	R	E	T	I
S	D	F	G	H	J	K	J	L	I	S	H	S
A	Z	X	C	V	B	N	M	H	I	E	J	L
A	S	D	P	R	O	O	F	I	N	G	G	O
P	Z	D	X	C	C	H	V	B	N	A	N	B
A	P	S	D	F	G	P	H	J	K	P	L	M
A	P	D	J	Q	W	E	R	T	Y	F	E	Y
I	L	L	U	S	T	R	A	T	I	O	N	S

**B. A book publishing house wants to write the name of their company at the bottom of every page. Suggest to them the way to do it.**

.....

.....



## Team Work

**A. Collect the information on Photosynthesis and make a project on MS-Word.**

**B. Write the equation of Photosynthesis using subscripts.**



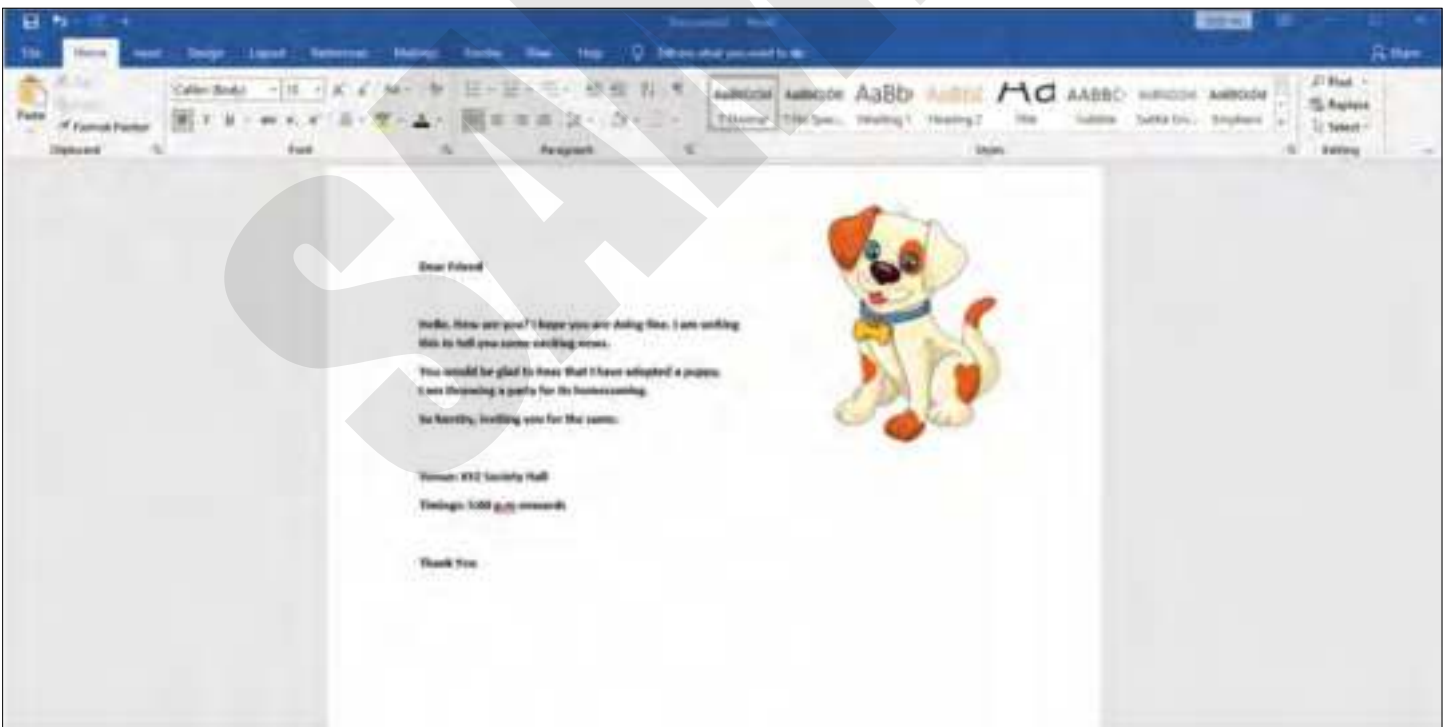
## Learning Outcomes

At the end of this chapter, students will be able to:

- ♦ Know the features of Mail Merge.
- ♦ Merge the components of the Mail Merge.
- ♦ View and print the Merged Data.

## Warm-up

Shubham has recently adopted a puppy. He wants to throw a party for its homecoming. To invite his friends, he has written a letter in MS Word 2016. Now, he wants to send the same letter to his 15 friends. Discuss the ways he can do the same without taking much time.



**Teacher's Note:**

With the help of the above activity, introduce the students to the mail merge feature of Word 2016.



*“Hello friends! Let’s learn about the Mail Merge features 2016. It saves our time and efforts to send letters at multiple addresses.*”

Your school sends the same circulars to all the students from classes 1-12 on the daily basis. Do you think they type the e-mails of the students one by one? No. They use MS Word’s famous feature Mail Merge.

Mail Merge feature of Word 2016 is used to combine data source, which contains all the addresses with the main document. This definitely saves a lot of time.

Let’s learn about this feature in detail.



## **MAIL MERGE**

Mail Merge is a very efficient tool of MS Word. It is possible to write and send a letter or email to multiple recipients at once using the Mail Merge feature in Microsoft Word. From this tool, we can create form letters, mailing labels and envelopes by combining main documents with a data source.



### **Let Me Answer**

*Have you ever received a circular from your school on your e-mail id?*

Let’s learn about two very important components of Mail Merge:

- ❖ **Main Document:** It contains the text which we want to send to all the recipients.
- ❖ **Data Source:** It consists of personalised information such as name, address, city, and phone.

Numbers. This information is organised in tabular form with the field names.

## Creating the Main Document

Follow the given steps to create the main document.

### Steps:

1. Create a new document and type a letter, that you want to send to multiple addresses.
2. Click on the Mailings tab.
3. Click on Start Mail Merge drop-down arrow and select the Step-by-Step Mail Merge Wizard Option.
4. The Mail Merge pane appears on the right side of the window.



Figure 4.1: Start Mail Merge

Follow the given steps to create the document.

### Steps:

1. Under the 'Select document type' section, select the letters radio button.

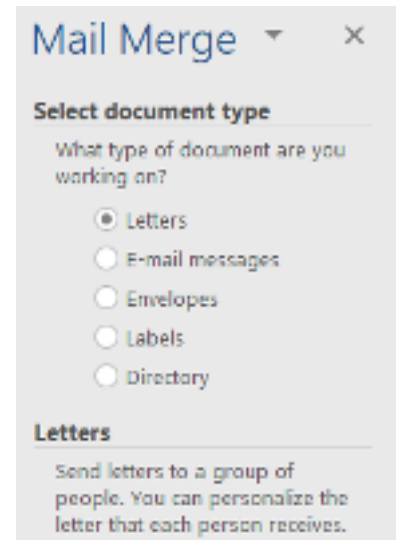


Figure 4.2:  
Selecting Document

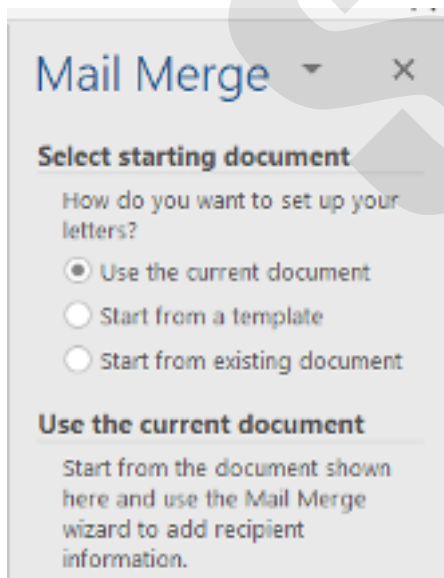


Figure 4.3: Selecting recipients

2. Click the Next: Starting document under the 'Step 1 of 6' section at the bottom of the task pane.
3. Under the Select starting document section, click on the Use the current document option.

4. Under the 'Step 2 of 6' section, click the Next: Select recipients.

There are three ways to create the Recipients list:

1. Use Existing List: Select a list if you already have one, then click "OK."
2. Select from Outlook contacts: Select a list from the address book of Outlook.
3. Type New List: If you don't have a list, choose this option to build a list to be combined with your word document.

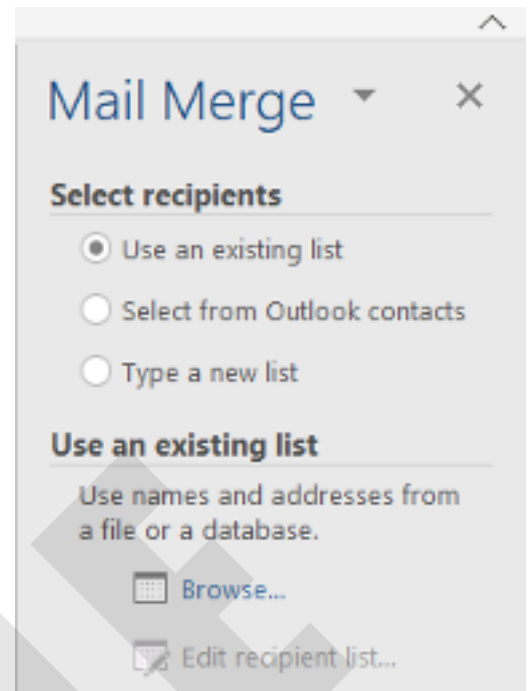


Figure 4.4: Type New List



## CREATING THE DATA SOURCE

If there is no list, then we need to create a new list.

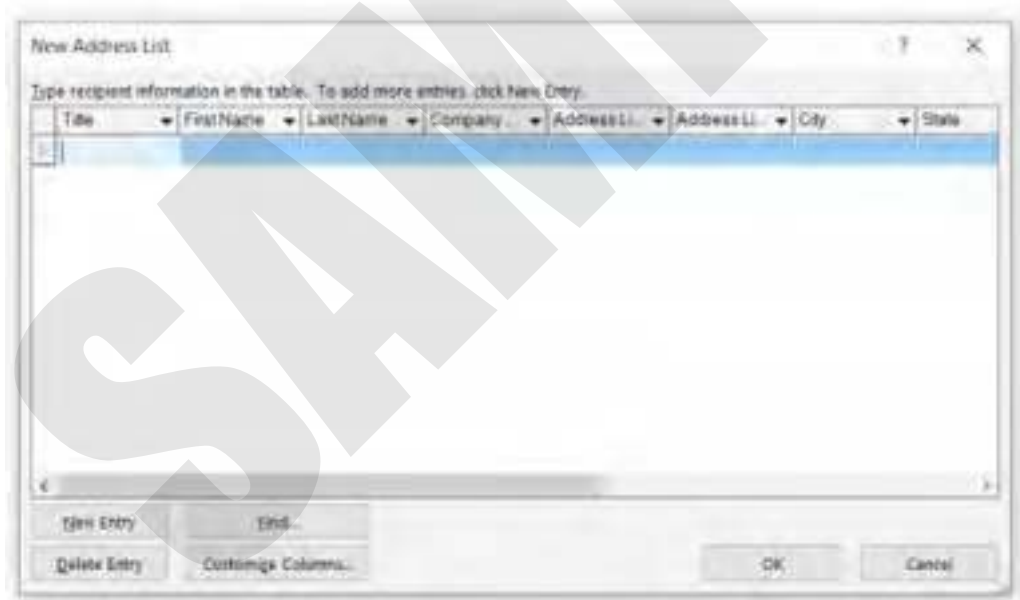


Figure 4.5: New Address List

Follow the given steps to create a New List.

### Steps:

1. Click on the create button.
2. The New Address List appears.

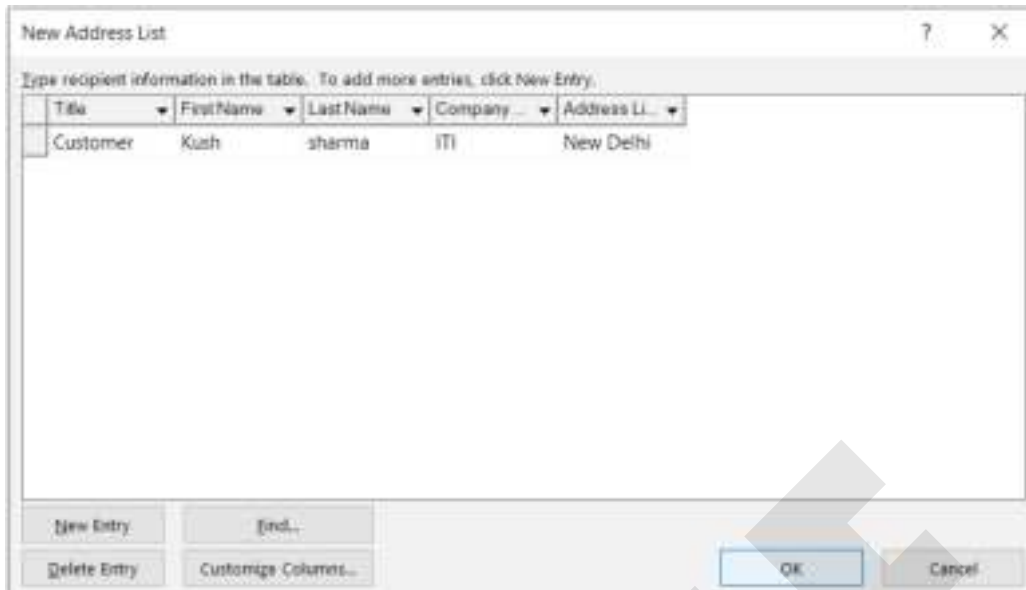


Figure 4.6: New Address List

Follow the given steps to enter records.

### Steps:

1. To add values to the list, click on the New Entry button.
2. Fill in the information in the New Address List.
3. If you want to enter more records, click on the New Entry button.
4. Click on the OK button.
5. Give an appropriate name and click on the Save button.

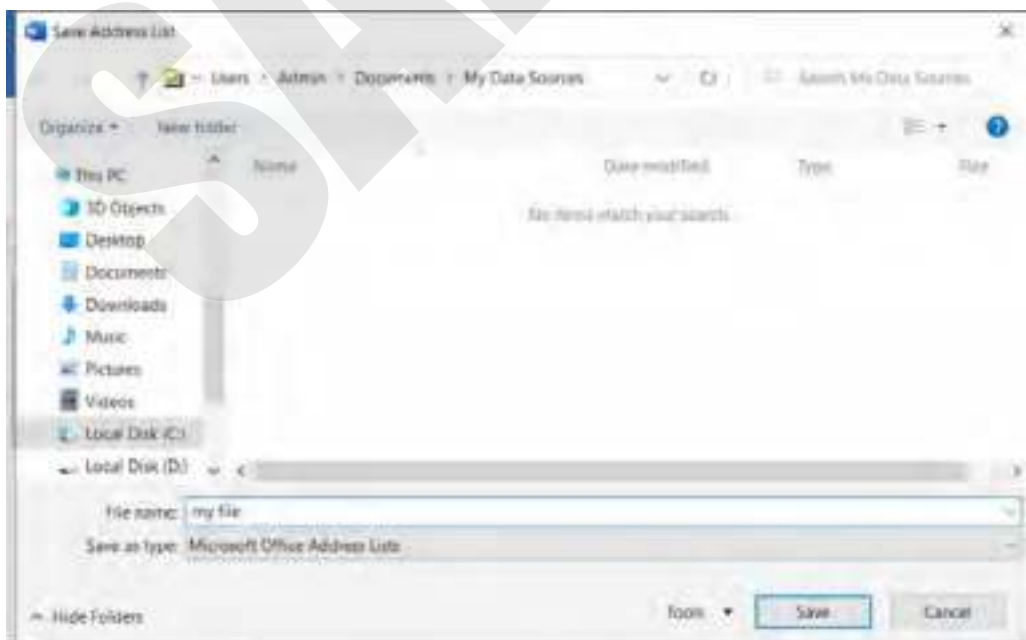


Figure 4.7: Save Address List



## MERGING THE COMPONENTS OF MAIL MERGE

After creating the data source, merge both the components: Main Document and Data Source together.

Follow the given steps to merge these two.



**Let Me Answer**

*What do you mean by merging?*

### Steps:

1. Select the records you want to merge and click OK.

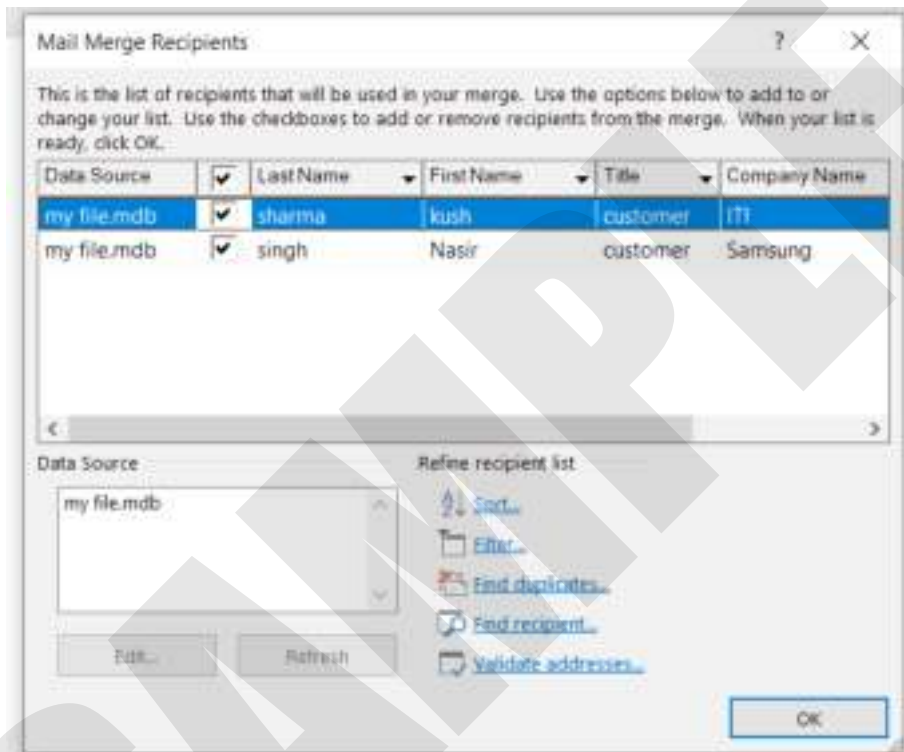


Figure 4.8: Mail Merge Recipients

2. On the Mailings tab, click on the Insert Merge Field button to insert the fields from the database.

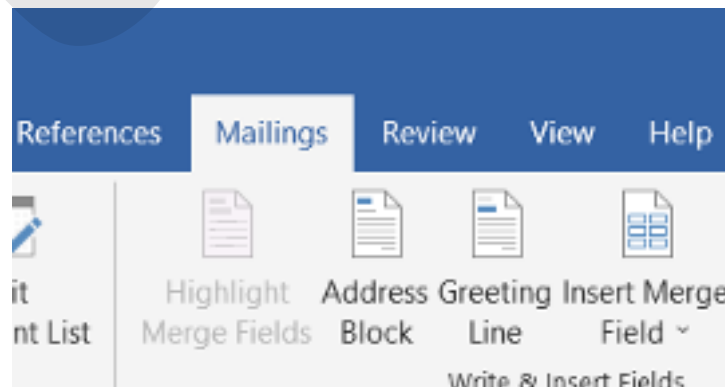



Figure 4.9: Insert Merge Field Button

3. Select the field you intend to add and the field name will appear in the document.

 **Do You Know?**  
To insert a merge field, we can press Alt + Shift + F Key combinations.

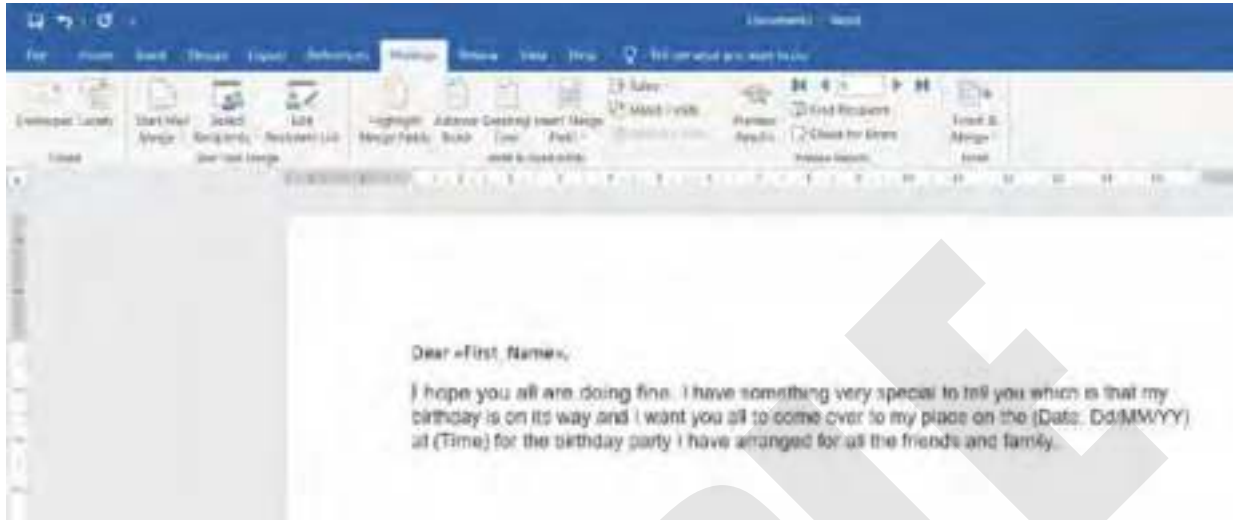


Figure 4.10: Insert Merge Field



## VIEWING THE MERGED DATA

Follow the given steps to preview the merged data.

### Steps:

1. On the Mailings tab, click on the Preview Results button. Alternatively, click the Next: Preview your letters under the 'Step 4 of 6' section.

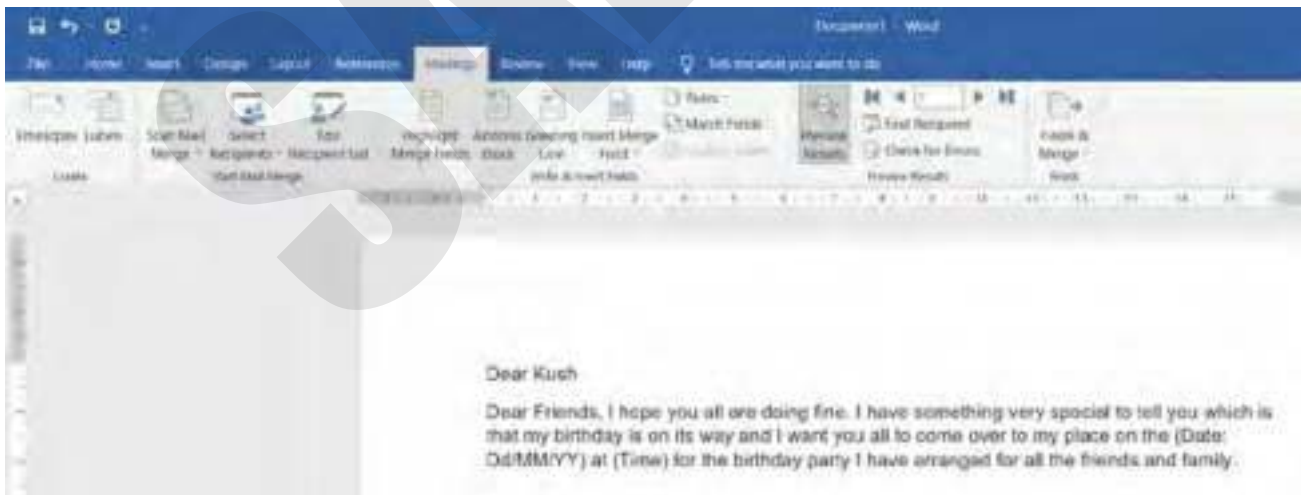


Figure 4.11: Preview Results

2. The data stored in the fields will appear.
3. Once you've previewed the records, click on the Finish Merge button.

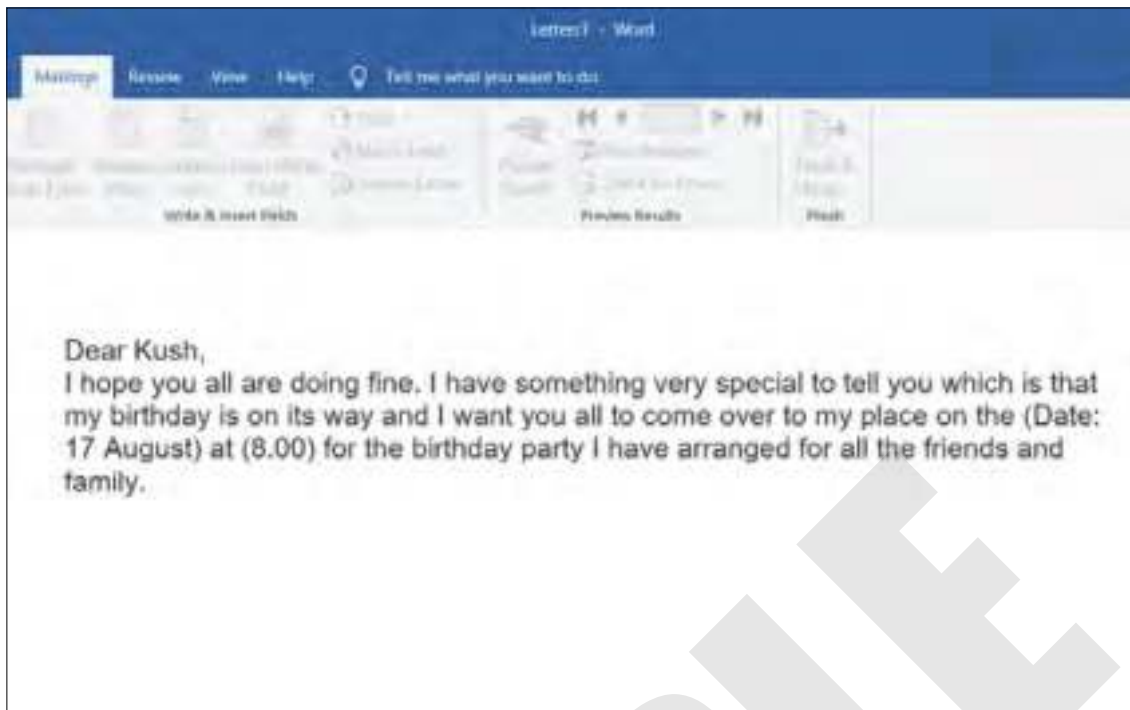


Figure 4.12: Complete the Merge



## PRINTING THE MERGED DOCUMENT

If you wish to directly print the letters then from the File tab, select the Print Option.

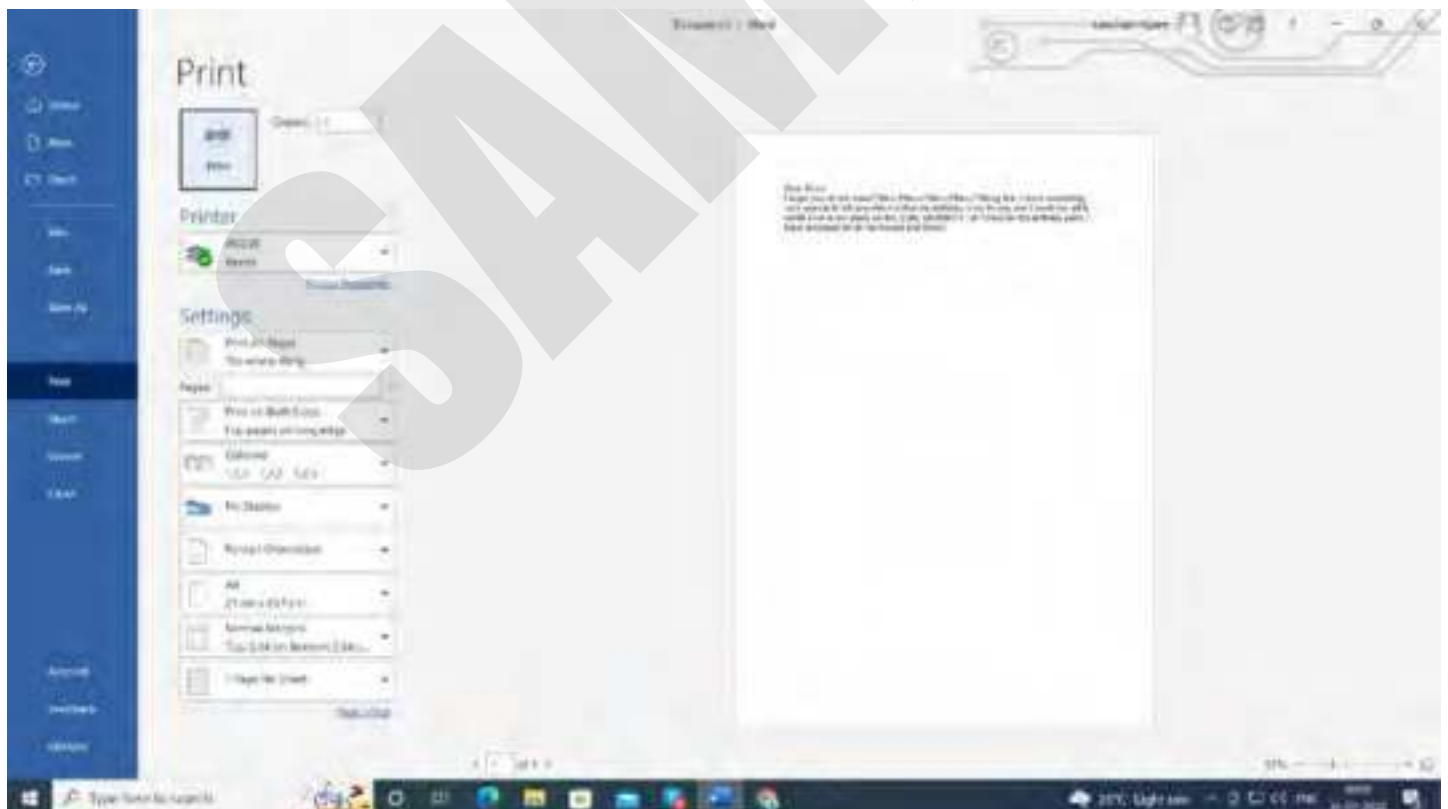


Figure 4.13: Printing Merged Document

If you intend to save the individual letters permanently and edit them later, click on the Edit Individual letters option.

### REMEMBER IT!



To print the merged document, Alt + Shift + M Key combinations can be used.



### Kids' IQ

Roshni wants to insert a merge field but she has forgotten the steps which her teacher told to follow. Help her with a simple way for it.

.....



### Let's Recall

- Mail Merge is a very efficient tool of MS Word which allows you to write and send a letter or email to multiple recipients.
- Mail Merge consists of the main document and a data source.
- Main Document contains the text which we want to send to all the recipients.
- Data Source consists of personalised information such as name, address, city, and phone.
- Mail Merge saves time and typing efforts.
- Procedure you need to follow while using the feature of mail merging.
  - Creating the main document.
  - Creation of the data source.
  - Merging the components of mail merge.
  - Viewing the merged data.
  - Printing the merged document.



# Upskill Your Intelligence



## A. Fill in the blanks.

1. .... feature of word 2016 is used to combine a data source with the main document.
2. Two important components of Mail merge are ..... and .....
3. .... consists of personalised information.
4. .... tab needs to be clicked in order to create the main document.
5. The Mail Merge Pane appears on the ..... side of the window.

## B. Answer in one word.

1. The tab which you select to execute the mail merge option.  
.....
2. Component of Mail Merge which contains the text we want to send to all recipients.  
.....
3. The option we choose to select a list from the address book of Outlook.  
.....
4. The button which is clicked to insert the fields from the database.  
.....
5. The options to see the records before merging.  
.....

## C. Write 'T' for True statements and 'F' for False statements.

1. The two main components of a mail merge process are the main document and data source.
2. Edit Individual letters option allows you to save the individual letter permanently and edit it later.
3. To add values to the list, we click on the New Entry button.
4. Information in Data Source is organised in tabular form with the field names.
5. You can select the list from the address book of outlook.

**D. Identify and label the following buttons.**



.....

.....



.....

.....

**E. Answer the following questions.**

1. What do you mean by Mail merge?

.....  
.....

2. How can we create a Main document?:

.....  
.....

3. What is a Data source?

.....  
.....

4. How can we merge the Main document and Data source together?

.....

.....

5. Write the different ways to select a Recipient list.

.....

.....



## Critical Thinking

**A. Here are the steps to preview the merged data. Number them in sequence.**

1. The data stored in the fields will appear.
2. Once you've previewed the records, click on the Finish Merge button.
3. On the Mailings tab, click on the Preview Results button.

**B. It's Samaira's birthday. She has made a beautiful invite using MS Word. She wants to send a personal invitation to her friends without typing their names and address again and again. Suggest to her the way she can do this task.**

.....

.....



## Team Work

**A. You are the head of your class. Create a data source of your classmates which includes their personal information such as Name, date of birth, address, phone numbers, and parent's names for the School identity :**

1. How many students are there in your class?
2. How many prints of students information are more?
3. How did you paste the logo of your school in the identity card?

# UPGRADING PRESENTATION



## Learning Outcomes

**At the end of this chapter, the students will be able to:**

- ♦ Insert the objects in the placeholder.
- ♦ Add WordArt, SmartArt and shapes in a presentation.
- ♦ Do animations and transitions in a presentation.

## Warm-up

Naman and Akhil have been told to complete the task. They have managed to do so but are unable to tell the name of the software application. Now, it's your turn to join the dots to find the following software application.



### Teacher's Note:

Ask students to name the above software application. Also, tell them to recall MS PowerPoint application features which they learned in their previous class.



*“Hello friends! Let us make our presentations more engaging and powerful by adding WordArt, SmartArt, shapes, Animations and transitions in our presentation.*”

As we already know, Microsoft PowerPoint is a software application that allows you to create and show slides to support a presentation. In this chapter, we will learn how to use the right effects on text and objects to make our presentations more visually appealing and meaningful.

**REMEMBER IT!**



More than 500 Million people use PowerPoint worldwide.



## ADDING OBJECTS IN A PRESENTATION

### Placeholder

A placeholder is a region surrounded by dotted borders on a slide. The first slide of a new presentation has two placeholders on it by default.

Different types of content, text and images can be added in a placeholder.



Figure 5.1: Different Placeholders

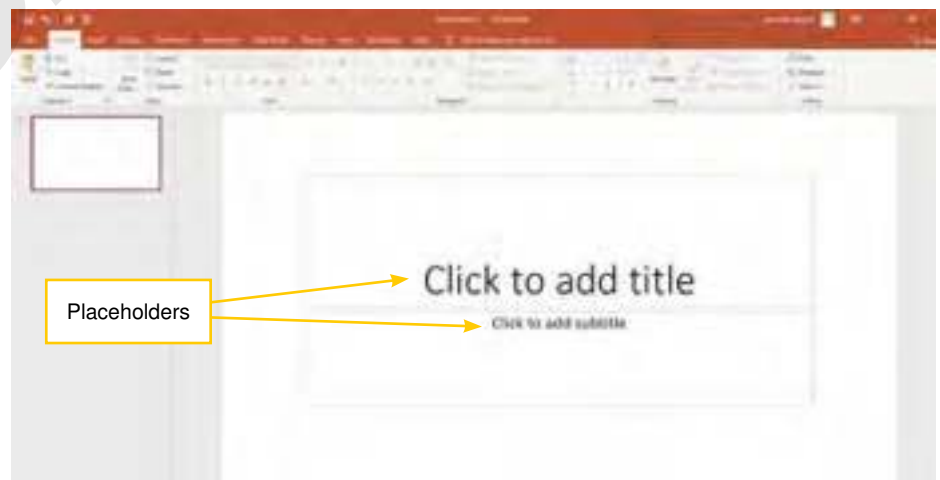


Figure 5.2: Placeholders

Follow the given steps to add text to a placeholder.

### Steps:

1. Move the cursor to the 'Click to add title' placeholder and click it.
2. Type the Title of the presentation in the placeholder.
3. Likewise, move the cursor to the 'Click to add subtitle' placeholder and click it. Then, type the Subtitle of the presentation in the placeholder.

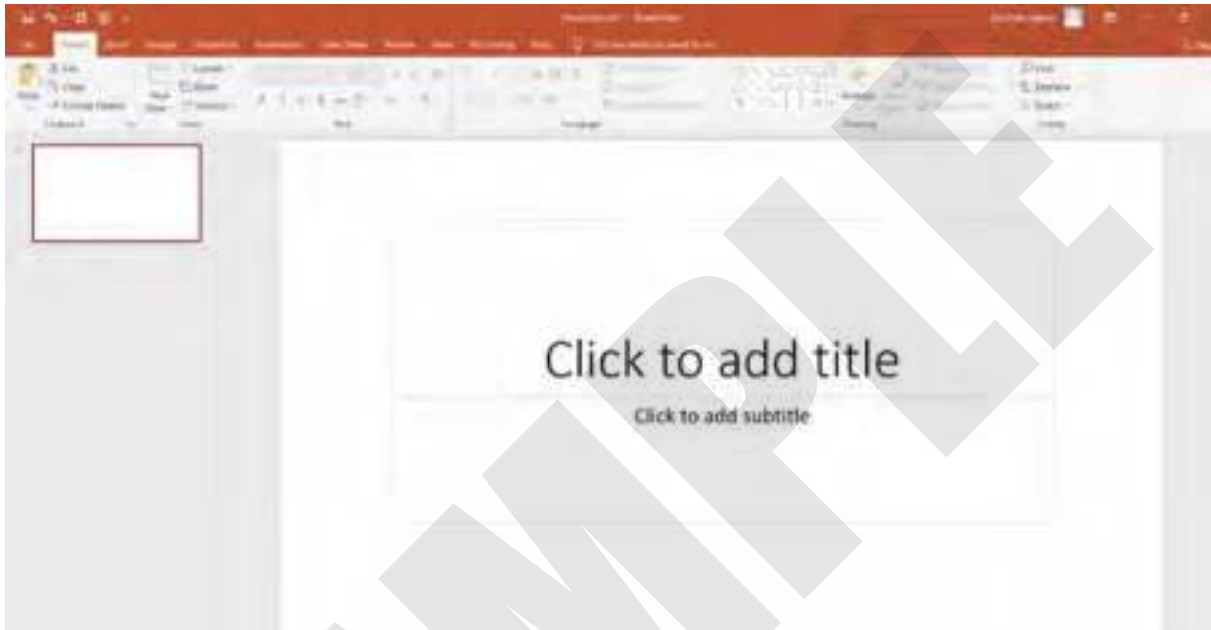


Figure 5.3: Adding Text in the Placeholder

### Editing Text with WordArt

WordArt is a feature that creates text effects which are not available through font formatting. Adding WordArt to the slides makes them attractive.



### Let Me Answer

What do you mean by WordArt?



Figure 5.4: Inserting WordArt

Follow the given steps to insert WordArt.

**Steps:**

1. Select the text in the placeholder.
2. Click the Format tab. Click the drop-down arrow next to the WordArt styles.
3. A list of WordArt styles will appear, click on the desired style.



Figure 5.5: WordArt Styles Group



Figure 5.6: WordArt Styles Preview

4. Observe the change in the text.

Follow the given steps to apply the text effects.

**Steps:**

1. Select the text in the placeholder.



Figure 5.7: Applying Text Effects

2. Click the Format tab. In the WordArt Styles group, click the Text effects.
3. From the drop-down list box, select the desired text.
4. Observe the change in the text.



### Let Me Answer

What shapes are available in MS PowerPoint?

## Inserting Shapes

In MS PowerPoint, a range of shapes are available that can be added to the presentation. Adding shapes to the slides enhance the appearance of the presentation.

Follow the given steps to insert shapes to a slide.

### Steps:

1. Click on the Insert tab.
2. In the illustrations group, select the shapes button.
3. From the drop-down menu, select the shape you want to add.
4. To draw the desired shape, click and drag the mouse on the slide.
5. Release the mouse button.
6. The chosen shape will appear on the slide.

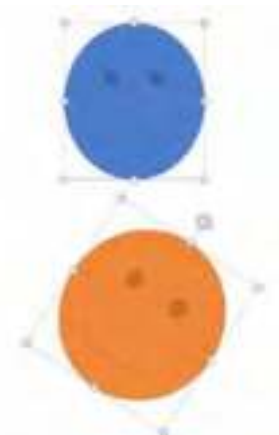


Figure 5.8: Inserting Shapes

Follow the given steps to rotate and resize a shape.

### Steps:

1. Click the shape you want to modify.
2. Sizing handles will appear on the corners, drag one of them to get the desired size.
3. Similarly, move the rotating handle on the top to rotate the desired shape.



## Adding Text to a Shape

In PowerPoint, text can also be added to any shape.

Follow the given steps to add text in a shape.

### Steps:

1. Select the shape in which you want to add the text.
2. Right-click on it, and a pop-up menu will appear.
3. Click on the Edit Text option and add text to the shape.



### Inserting SmartArt

One of the features of PowerPoint is SmartArt. A SmartArt graphic is a visual representation of information and ideas as well as numeric values or data.

Follow the given steps to insert SmartArt.

### Steps:

1. Go to the slide where you want the SmartArt graphic to appear.
2. Click on the Insert Tab.
3. In the illustrations group, select the SmartArt Button.
4. A dialogue box 'Choose a SmartArt Graphic' will appear.
5. Select the category and type from the list.

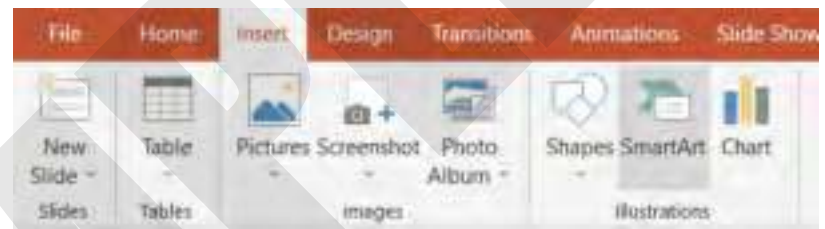


Figure 5.9: Insert Tab

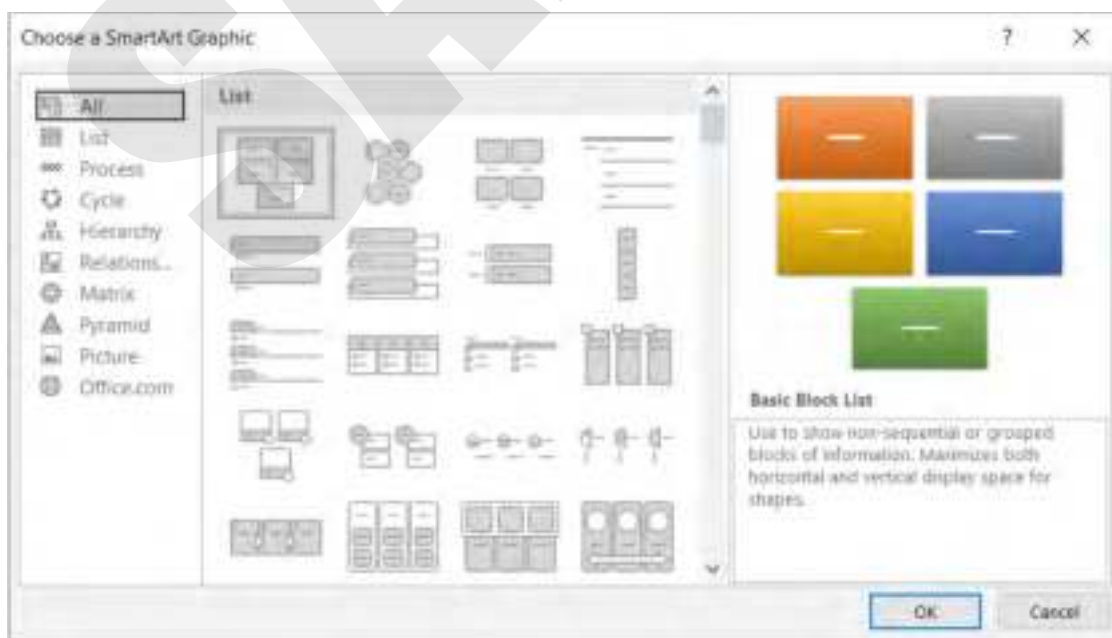


Figure 5.10: Applying SmartArt

6. Double click on the desired SmartArt to insert a graphic in the slide.
7. The SmartArt graphic will appear along with a text placeholder.
8. Insert the text as you wish to.

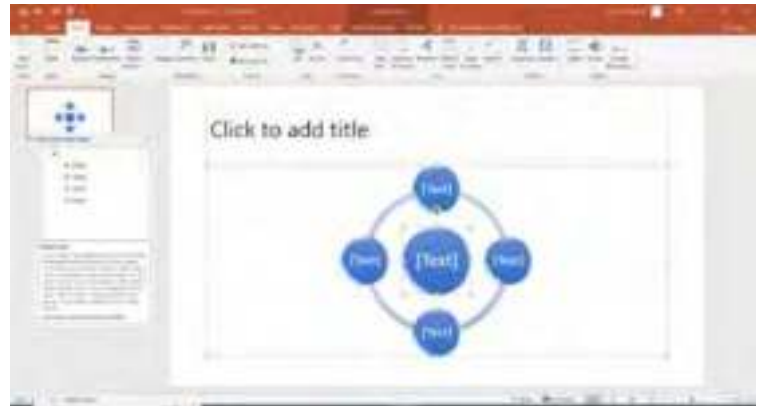


Figure 5.11: Inserting SmartArt



## ANIMATIONS AND TRANSITIONS

When you watch an animated film, the scenes keep coming one after the other. Have you ever wondered why? This is because of the transitions. The same effect can be done in a PowerPoint presentation also by slide transition.

### Slide Transition

Transitions are animation effects which can be applied to slides. The way one slide follows the other on the screen in a presentation is called transition. When a slide enters or exits during the slide show, we may adjust the speed of each transition and even add sound.

Let us explore the transition styles found on the Transitions tab.

### Subtle Transitions



Figure 5.12: Subtle

### Exciting Transitions

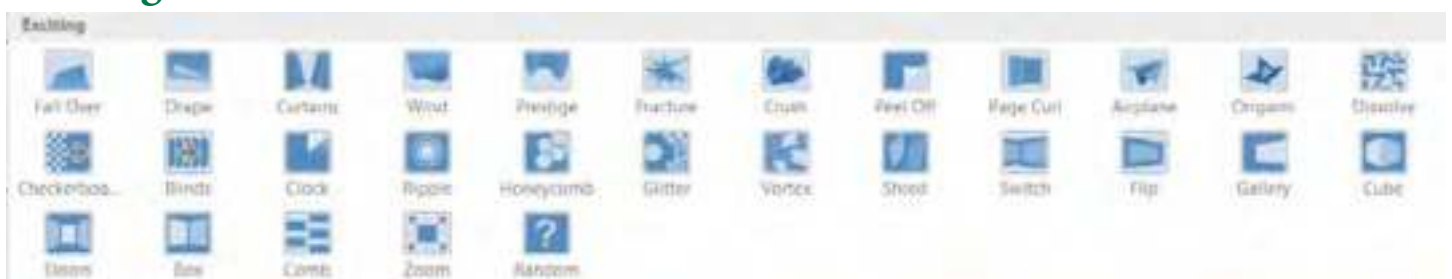


Figure 5.13: Exciting

### Do You Know?

Email Cohl is referred to as the Father of the animated cartoon.



**Entrance:** These animations manage how an object enters a slide.

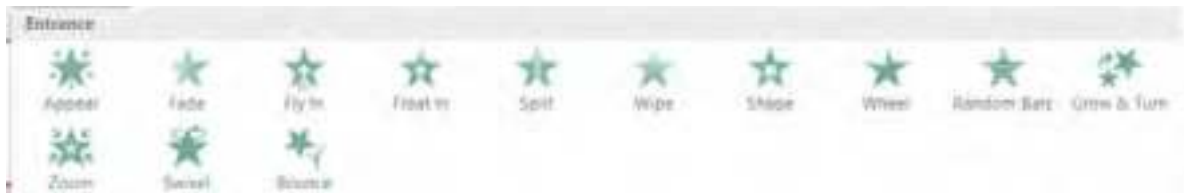


Figure 5.16: Entrance Effects

**Emphasis:** Specific contents are highlighted using these animations.



Figure 5.17: Emphasis

**Exit:** These animations manage how the object leaves the screen.

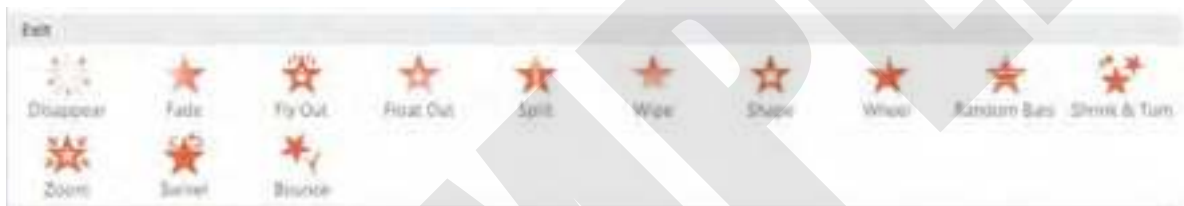


Figure 5.18: Exit

**Motion Paths:** When an object follows the designated path, these animations are used to add animation.



Figure 5.19: Motion Paths

Follow the given steps to apply an animation to an object.

**Steps:**

1. Select the desired object.
2. Click the Animations tab, and click on the More drop-down arrow to view the available animations.



Figure 5.20: Animation Tab

3. Select the animation effect from Entrance, Exit or Emphasis option.

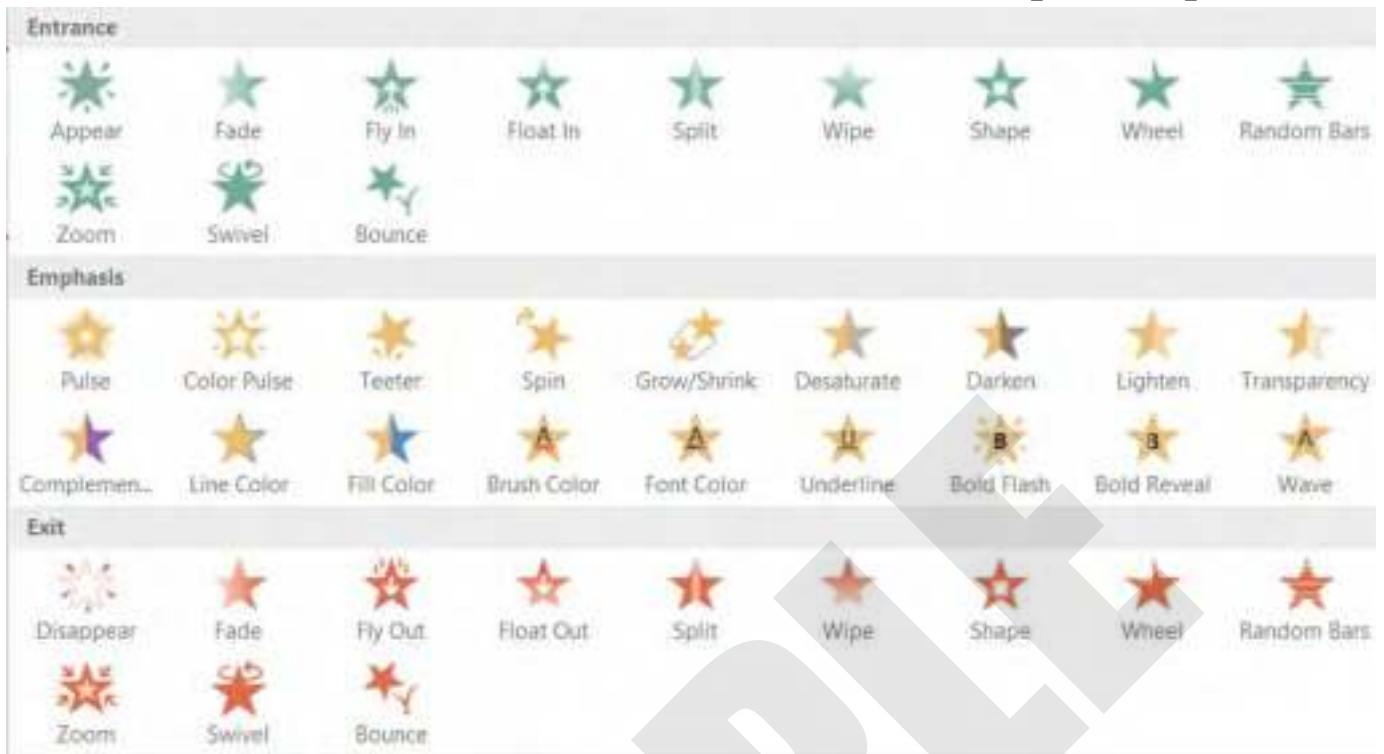


Figure 5.21: Animation Preview

4. Click the preview button to preview the applied animation effect.



## Kids' IQ

Saman has 50 photographs in a folder which she wants to add in all the slides. Further, she wants to add animation effects to these slides. Suggest her the option to complete this task.



## Let's Recall

- A placeholder is a region surrounded by dotted borders on a slide.
- Adding shapes to the slides enhance the appearance of the presentation.
- In PowerPoint, text can also be added to any shape.
- A SmartArt graphic is a visual representation of information and ideas as well as numeric values or data.
- Transitions are animation effects which can be applied to slides.



# Upskill Your Intelligence



## A. Fill in the blanks.

1. PowerPoint is a software application that allows you to create and show slides to support a .....
2. A ..... is a region surrounded by dotted borders.
3. .... is a visual representation of information and ideas.
4. .... animation manage how the object leaves the screen.
5. .... is a feature that creates text effects which are not available through font formatting.

## B. Identify the following options in MS PowerPoint.



## C. Answer in one word.

1. How many placeholders are there on the first slide of a new presentation?  
.....
2. In which tab are Word Art styles present?  
.....
3. The way one slide follows the other on the screen in a presentation.  
.....
4. This animation manages how an object enters a slide.  
.....
5. In which group does a SmartArt button present?  
.....

## D. Write 'T' for True statements and 'F' for False statements.

1. Text can be added to shapes.
2. Transitions and slide animation are similar.

3. Entrance animations manage how the object leaves the screen.
4. We can adjust the speed of each transition.
5. Multiple animation effects can be applied to an object.



**E. Answer the following questions.**

1. What do you mean by Slide transition?

.....

2. Write the steps to insert SmartArt.

.....

3. How can we apply animations to text and objects?

.....

4. Can we rotate a shape? If yes, then how?

.....



**Critical Thinking**

**A. Naman has to make the food web diagram. For it, he wants to show the relationship between different animals. He wants to display the same using cycle form. Suggest to her the ways to achieve the task.**

**B. Unscramble the letters to form a correct word.**

1. EELPACHDOLR - .....

2. DILSE - .....

3. EEPSRTTANIO- .....

4. XTTE- .....

5. SSPHEA- .....



**Team Work**

**Find out the information on 'Covid-19' and make a presentation utilising all the features learnt in Microsoft PowerPoint.**



## Learning Outcomes

**At the end of this chapter, the students will be able to:**

- ♦ Sense input and its execution.
- ♦ Use Mathematical Operations in Scratch.
- ♦ Add the various blocks of the Control block.



## Warm-up

**Rahul wants to change the costume of the Sprite. Steps are given below but are not in order. Arrange them in order to help Rahul.**

Follow the given steps to change the costume of a Sprite.

### Steps:

1. From the list of costumes, select Dani-b costume.
2. Click on Choose a Sprite button on the bottom right side of the Scratch window.
3. The sprite's costume will be changed.
4. Select Dani Sprite to click on the Costume tab.



**Teacher's Note:**

*Assist the students in arranging the above steps in a chronological order.*



*“Hello friends! Let’s learn about a few more blocks of code in Scratch.*”

The various tasks that a sprite can carry out on the Scratch stage are already known to us. We have also learnt how to change the background, colour, direction, and costume of a Sprite. Let us now learn how to perform various sensing and mathematical operations to solve a problem.



### Do You Know?

Scratch service developed by the MIT Media Lab, has been translated into 70+ languages, and is used in most parts of the world.



## SENSING INPUT AND ITS EXECUTION

The light blue color-coded Sensing blocks are among the eight categories of Scratch blocks. They are used to sense the keyboard input while executing the script as well as the location of the mouse pointer and its distance from a Sprite. Further, these blocks determine whether a Sprite is touching another sprite. Hence, these blocks give your Sprites the ability to sense an action that takes place.



### Let Me Answer

*What do you mean by sensing?*

### Sensing a Mouse Click

When we click the right mouse button down, the sensing block responds. This implies that we can create a Sprite or part of our programme in such a way that it would react to our activities.

This is another example of event-driven programming. When the mouse button is clicked, the script runs.

## Sensing a Key

When a user touches a certain key on the keyboard key space is pressed, this block can be used to detect it.

## When Two Sprites Collide

This is used to detect a sprite and respond to contact with another Sprite on the stage. This is done by telling the Sprite to do something when one color touches another color.

Look at the code, it tells the Sprite to change to the next costume when the color red touches the color yellow.

## Asking a Question

This block stores keyboard input in the answer block while enabling us to put a question on the screen. The question is displayed in a call-out on the screen. While the user enters an answer or presses the enter key, the application waits.



## USING OPERATORS

Operator blocks are light green-colored coded blocks and are round in shape. They are used to solve mathematical equations. Basic mathematical operations, logical operations, and different functions are all included in the operators group blocks.

Let us perform calculations in a Scratch Project.

### Steps:

1. Open a new file in the Scratch window.



### Let Me Answer

*What do you mean by the term collide?*

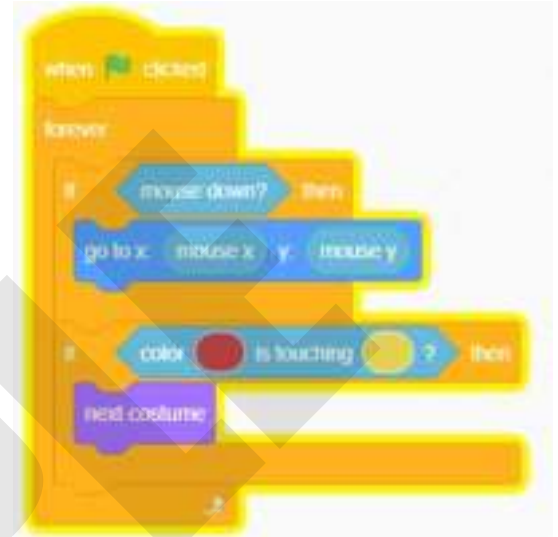


Figure 6.1: Responding to Contact



Figure 6.2: Asking a Question

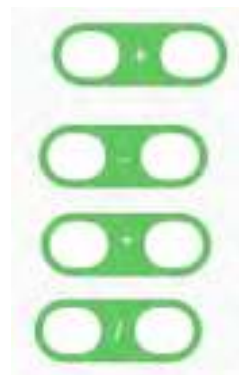


Figure 6.3: Operators

2. Delete the cat sprite, and choose sprite from the library button.
3. Select the Crab sprite from the Animals category and click ok.
4. Drag the when flag clicked (crop from button file) block from the Events block category and place it in the script area.
5. Take the say hello for 2 seconds(crop from button file) and say hello(crop from button file) blocks from the Looks block category and place them under the when flag clicked(crop from button file) in the script area.
6. Drag the - (crop from button file) block from the Operators block category and club it inside the say hello block.
7. Type the text and numbers inside the block as shown in the figure.
8. Click the blocks to run the script.
9. Observe the Sprite displaying the calculations.

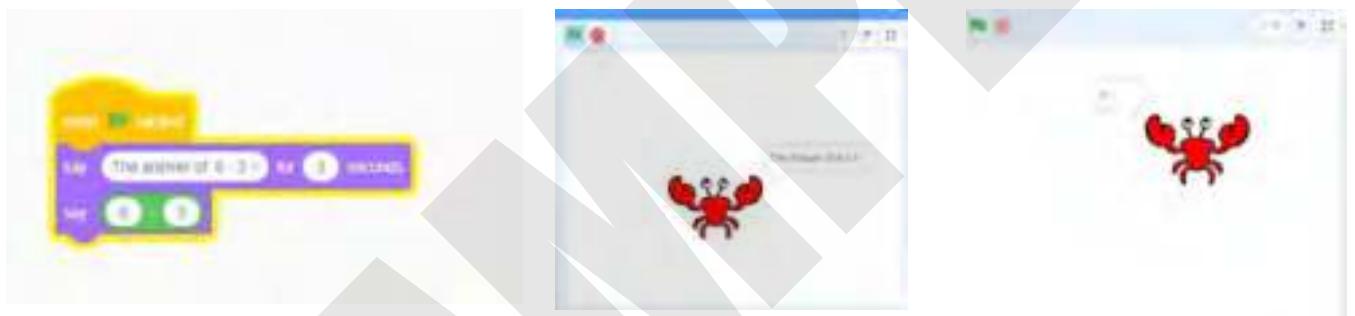


Figure 6.3: Sprite subtracting two numbers on the Stage



## WORKING WITH VARIABLES

You may have noticed that when you progress to the next level in playing computer games, your score either rises or falls and is displayed on the screen at the end. These values are stored by using variables. A Variable is a name given to a place in the memory of the computer. These values can be either numbers or text.

### REMEMBER IT!



With the Scratch app, users can snap together computer programming blocks to make interactive stories, games, art, animations, and more.

## Creating a Variable

Follow the given steps to create a variable.

### Steps:

1. In the block palette, click the variable category.
2. Select the Make a Variable button.
3. Name the variable.
4. Use the options available.

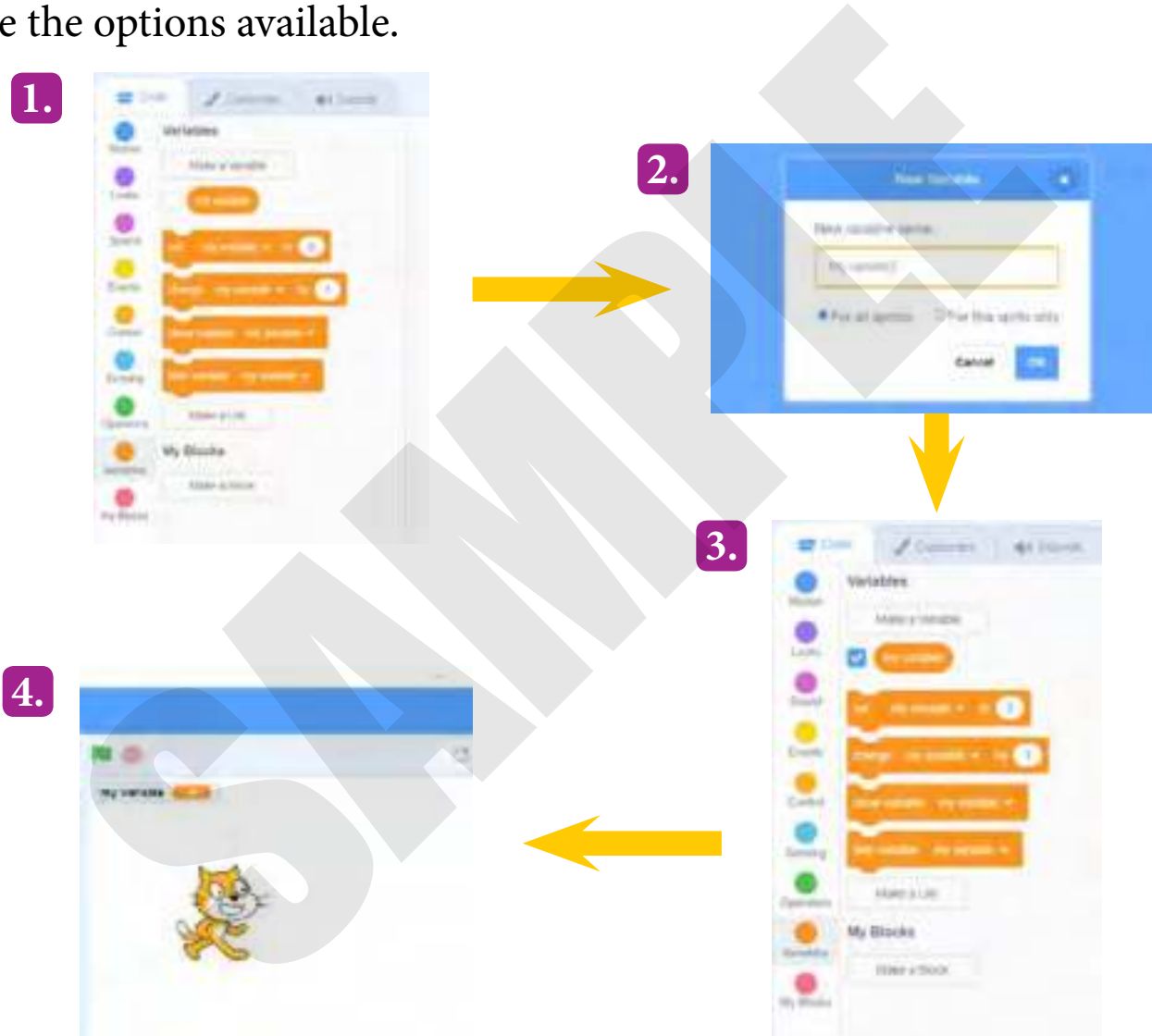


Figure 6.4: Creating Variables



## CONDITIONAL STATEMENT

Sometimes, we want to have programs that respond differently in different situations. We might want the program to say 'It's your turn', 'You win' or 'you lose'.

In Scratch, 'wait 1 second', 'repeat 10', 'if', 'forever if' or 'if then' are the conditional blocks present in the Control blocks category.

'Wait 1 second' block halts the script's execution for some duration as mentioned in the block.

'Repeat 10 block' repeats a set of instructions a specified number of times.

In if then block, the script inside it will execute, only if the condition given after if is true. If the condition is false, no code is executed.

The 'if else' block checks the condition between if .. then, if it is true then block place after if..then will execute. If it is false, then the blocks placed after else will be executed.

In 'forever block', a set of instructions keep repeating until the interrupting button - the stop button - is pressed.



## Kids' IQ

Sam has written a statement in Scratch and he wants to repeat the statement at least 10 times. Suggest to him the block by which he can complete this task.

.....



## Let's Recall

- The light blue colour-coded Sensing blocks are among the eight categories of Scratch blocks used to sense the keyboard.
- The category of Operators group blocks of basic arithmetic operations, logical operation and various functions.
- A variable is a name given to a place in the computer's memory.
- The if else block checks the condition between if .. then, if it is true then block place after if..then will execute. If it is false, then the blocks placed after else will be executed.
- In forever block, a set of instructions keep repeating until the interrupting button - the stop button - is pressed.

**A. Fill in the blanks.**

1. Sensing blocks are of ..... color.
2. Operator blocks are ..... in shape.
3. When we click the ..... mouse button, the sensing block responds.
4. The question is displayed in a ..... on the screen.
5. .... blocks are used to solve mathematical equations.

**B. Write 'T' for True statements and 'F' for False statements.**

1. Sprites can react to our activities.
2. A variable is a name given to a place in the memory of the computer.
3. Stop all block stops the execution of a script.
4. Forever block repeats a set of instructions a specified number of times.
5. Say hello block is in Looks block category.

**C. Match the following.**

- |                            |   |
|----------------------------|---|
| 1. Sensing blocks          | Light-green color                           |
| 2. Operator blocks         | In Events blocks                            |
| 3. When Flag clicked block | Script execution stops for a specified time |
| 4. Wait block              | Light-blue color                            |

**D. Answer the following questions.**

1. Write the steps to create a variable.

.....

.....

2. What do you mean by conditional statement?

.....

.....

3. What is the purpose of 'Sensing a Key'?

.....

.....

4. Why do we use variables?

.....

.....

5. What are sensing blocks? Explain any two.

.....

.....



### Critical Thinking

**Harmeet has created a program in Scratch and she wants her Sprite to repeat a set of instructions forever. Recommend her the block to accomplish the task.**



### Team Work

**Learn how to use different blocks that are accessible in Scratch and their diverse functions.**

1. What did you learn after the discussion?
2. Conclude your points as a project on a word file.



## Learning Outcomes

At the end of this chapter, the students will be able to:

- ♦ Know the features of Excel.
- ♦ Enter data and Perform calculations in a Worksheet.
- ♦ Learn types of data.
- ♦ Save a workbook.



Ram has got the Marks card for his first term examinations. He has to calculate his total marks. Help him to do the task.

Subjects	Theory	Practical	Obtained	Total
English	79	18		100
Hindi	75	19		100
Maths	79	20		100
Science	72	17		100
Social Studies	65	15		100
Computer	77	18		100
Total				



**Teacher's Note:** Apprise the students that in the above activity, text and numbers have been organised in rows and columns which can be defined as a Spreadsheet. Also, inform them this task would have been very easily done in Microsoft Excel by applying simple formulas.



*“Hello friends! Let’s learn about the MS Excel and its various type of data features. Let’s learn to enter data into it.*”

Microsoft Excel is a popular spreadsheet. A spreadsheet can be defined as text and numbers that have been organised in rows and columns. It is widely used to perform mathematical calculations. It also provides features such as formulas, functions and data analysis tools that make it easier to deal with a large amount of data.



### Do You Know?

Excel was the first software that introduced a toolbar

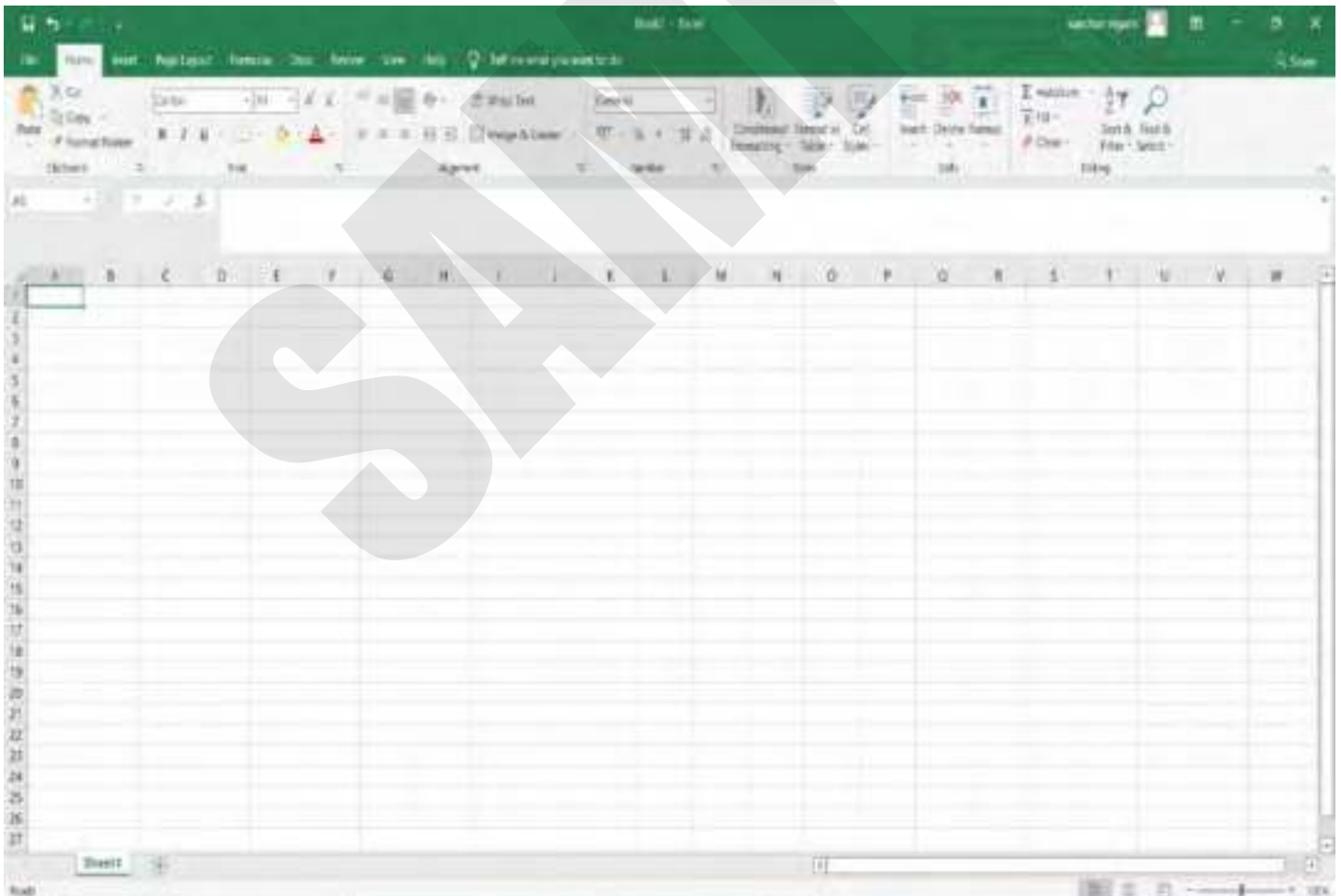


Figure 7.1: Microsoft Excel



## FEATURES OF MS EXCEL 2016

- ❖ Excel has built-in formulas and functions to do calculations.
- ❖ Easy data entry and sorting of data.
- ❖ Searching and replacing data can be quick.
- ❖ When we make a change at one place in a worksheet, the entire spreadsheet is automatically recalculated.
- ❖ Data can be represented in charts and graphs for comparing the data effectively.
- ❖ By using the Auto Fill option, quick data entry can be done in a large series of cells.

Let us learn how to Start MS Excel 2016.

### Starting Excel 2016

Follow the given steps to start MS Excel 2016.

#### Steps:

1. Click on the Start button.
2. Scroll down to find Excel 2016.
3. Click on it.
4. The Excel 2016 window appears.



Figure 7.2: Starting Excel



Figure 7.3: Excel Window



## COMPONENTS OF MS EXCEL 2016 WINDOW

### Cell

A cell is an intersection of rows and columns. It is the smallest unit in a worksheet and text, as well as numbers, can be written in it. Each cell has its unique cell address identified by its column letter and row number.



#### Let Me Answer

State the difference between a remote's cell and a cell in Ms Excel.



Figure 7.4: Cell

### Worksheet

A worksheet in Excel is a collection of cells organised into rows and columns. A single worksheet has 1,048,576 rows and 16,384 columns.

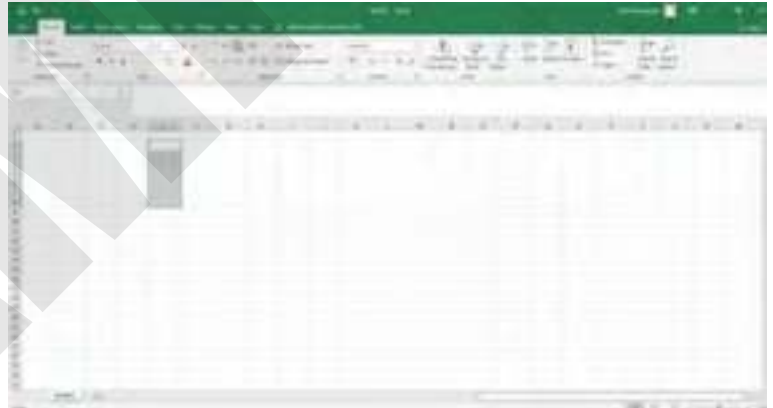


Figure 7.5: Worksheet

### Workbook

An excel is called a workbook. By default, the file name of a new workbook is Book 1. There are many worksheets in a single workbook. We can edit, delete, hide and rename these worksheets.

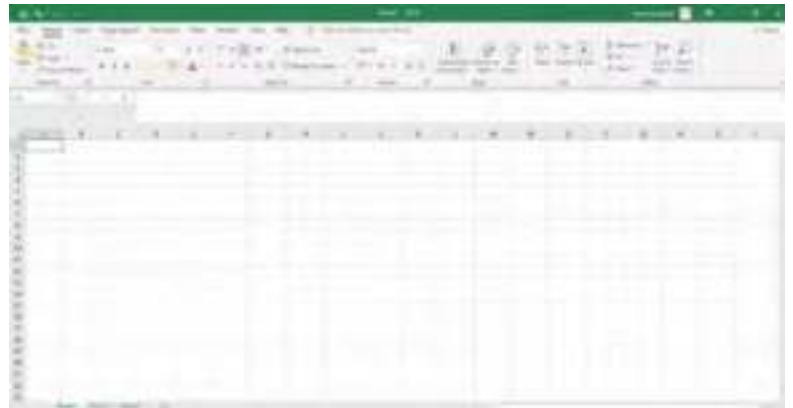


Figure 7.6: Workbook

## Components of a Worksheet

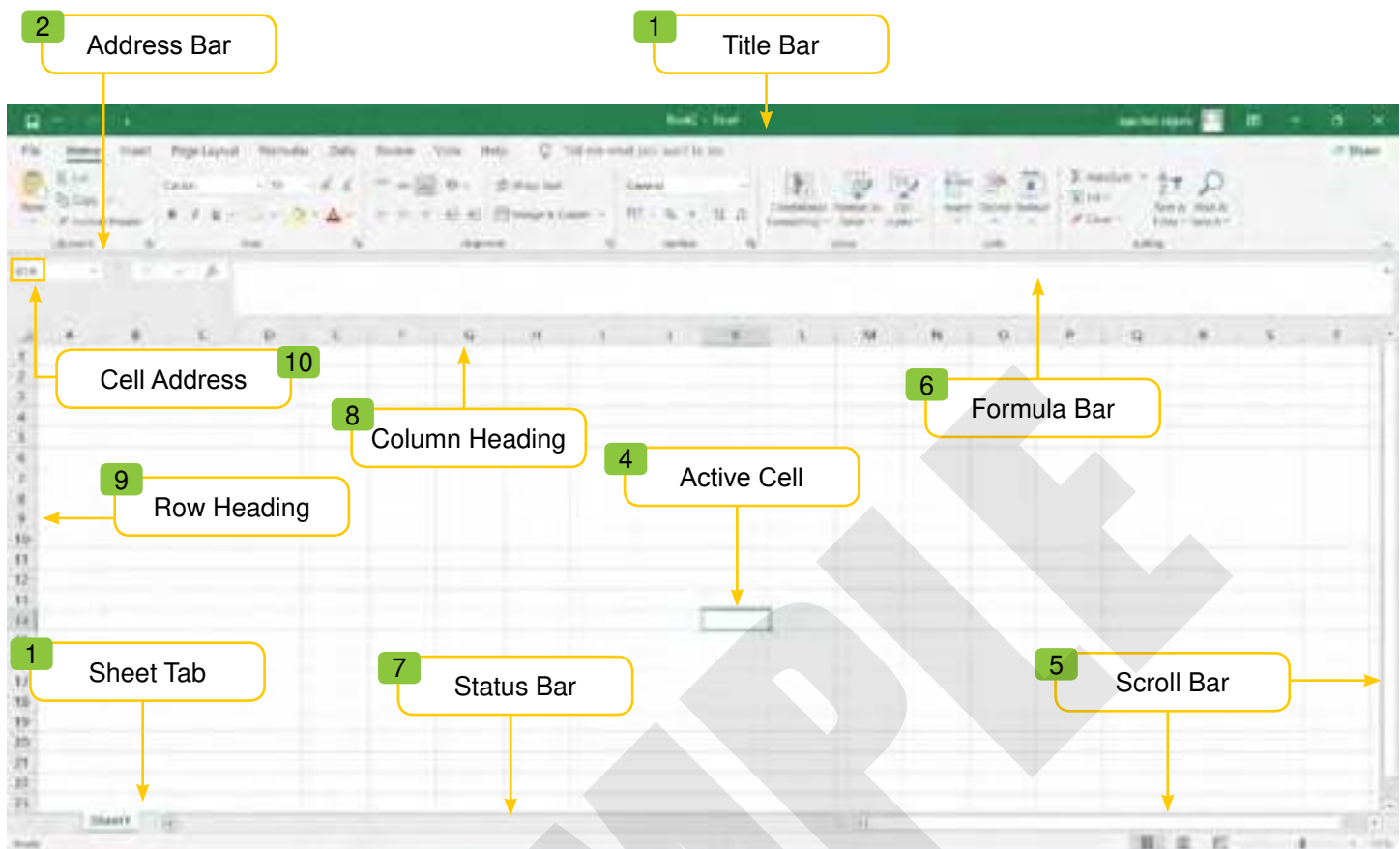


Figure 7.7: Excel Worksheet Layout

- 1. Title Bar:** Located at the top of the Excel window, it displays the name of the currently opened Workbook.
- 2. Address Bar:** It shows the address of the active cell.
- 3. Sheet Tab:** It is present at the bottom left side of the Excel window. It shows the number of worksheets in a workbook and the active sheet. By default, the names of the worksheets are sheet 1, sheet 2 and so on.
- 4. Active Cell:** The cell which is currently selected and surrounded by a thick black border. The data can be typed into an active cell only.
- 5. Horizontal Scroll Bar and Vertical Scroll Bar:** They are used to scroll the worksheets up and down or left and right to view the entire sheet.
- 6. Formula Bar:** The contents of the active cell are shown here. Data or formulas can be typed or edited in the formula bar.
- 7. Status Bar:** It is present at the bottom of the Excel window. It displays the name of the selected command or status information.

- 8. Columns Heading:** Vertical section of the table which is numbered with alphabetic values such as A, B, C AND SO ON. Each column has its identification with its column number such as A1, A2,..and so on.
- 9. Rows Heading:** Horizontal section of the table which is numbered with numeric values such as 1,2,3... and so on.
- 10. Cell Address:** Cell Address shows the column letter and row number of each cell. For example, D3 is the cell address referring to the cell with column B and row 2.

### REMEMBER IT!



Microsoft considered many other names before finally landing on Excel. Other serious considerations were “Mr. Spreadsheet” and “Master Plan”.



## CREATING A NEW WORKSHEET

Follow the given steps to create a New Worksheet.

### Steps:

1. Click on the File tab. A backstage view appears.
2. Click on New, and a blank workbook will be displayed with Sheet 1 as Default Worksheet.



Figure 7.8: Workbook



## DATA ENTRY

Follow the given steps to enter the data in MS Excel.

### Steps:

1. Click on the cell.
2. Type the text or numbers.
3. Press the Enter key.



## TYPES OF DATA

Three types of data can be entered in a Microsoft Excel Worksheet.

- 1. Numbers:** Values that have numerals from 0 to 9 and the characters like +, -, and many more. These can be used in calculations. By default, numbers are right aligned in a cell.
- 2. Text:** Text can contain data like alphabets, numbers, spaces and special characters. It is not used in calculations. By default, the text is right aligned in a cell.
- 3. Formulae:** It is a mathematical equation which calculates the value of the cell. They can range from basic calculations to complex calculations. Remember: Formulae begin with an equal to (=) sign

### Doing Calculations in a Worksheet

The most efficient feature of MS Excel is to perform calculations by creating formulae. Formulas perform mathematical calculations on the data values stored in a worksheet. The result of the calculation is displayed in the cell where the formula is entered.

Operation	Symbol	Operator
Addition	+	Plus
Subtraction	-	Minus
Multiply	*	Asterisk
Divide	/	Forward Slash

We can use simple or complex mathematical formulas or formulae in Excel.

In the example given below, formulae will be applied to do the addition of values. Formula = (C3+D3+E3) and press enter. Formula is entered in cell F3.

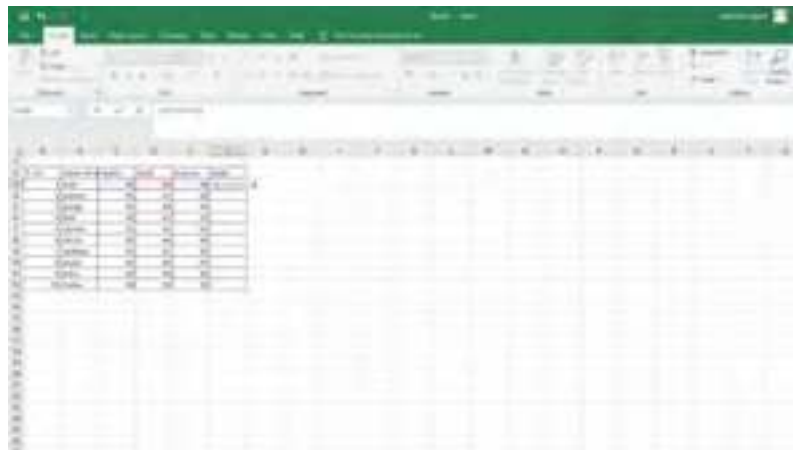


Figure 7.9: Excel Formula



## SAVING A WORKBOOK

Follow the given steps to save a workbook.

### Steps:

1. Click on the File tab.
2. Select the option Save or Save As.



Figure 7.9: Browse Option



Figure 7.10: Save As Dialog Box



## OPENING A WORKBOOK

Follow the given steps to open a saved workbook.

### Steps:

1. Click the File tab.
2. Click the Open option, and the open dialogue appears.



Figure 7.11: Open Option

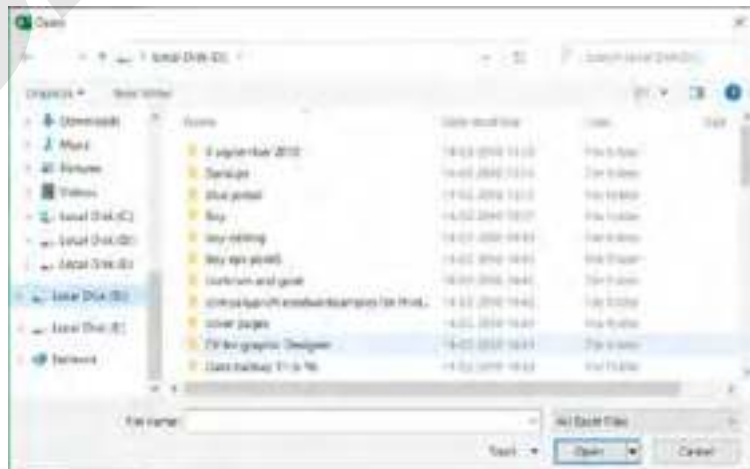


Figure 7.12: Open Dialog Box

3. Browse and navigate to the folder to open the saved workbook.
4. Select the file and click on the Open button.



## CLOSING A WINDOW

Follow the given steps to close the Workbook.

### Steps:

1. Click the File tab.
2. Click on the close option.
3. The current workbook will close.

The above steps will close the workbook, but to close the Excel window click on exit or press Alt + F4.



Figure 7.13: Closing a Workbook



## Kids' IQ

Raman has to enter the formula for calculating the marks. He doesn't remember the sign he needs to add before writing the formula. Suggest him the sign by which he can complete the task.



## Let's Recall

- A cell is an intersection of rows and columns.
- A worksheet in Excel is a collection of cells organised into rows and columns.
- An excel is called a workbook.
- By default, the text is right aligned in a cell.
- The most efficient feature of MS Excel is to perform calculations by creating formulae



# Upskill Your Intelligence



## A. Fill in the blanks.

1. Microsoft Excel is a popular .....
2. Excel has built-in formulas and functions to do .....
3. A cell is an intersection of ..... and .....
4. A single worksheet has ..... rows and ..... columns.

## B. Write 'T' for True statements and 'F' for False statements.

1. Formulae is a mathematical equation which calculates the value of the cell.
2. Two types of data can be entered in a Microsoft Excel worksheet.
3. There is a single worksheet in a workbook.
4. The file in excel is saved with an extension .xlsx.


## C. Answer the following questions.

1. Write any three features of MS Excel 2016.

.....

2. Write the components of a worksheet. Explain any three.

.....

3. Explain the types of data entered in a Microsoft Excel worksheet.

.....



## Critical Thinking

**Shobhit has entered the name of the students from cell B1 TO B6. Now, he is unable to recognise the column heading. Help him in identifying the column heading in the cell range B1 to B6?**



## Team Work

**Find out your stationery expenses on a daily basis and represent it in MS Excel for two months. Calculate the total expenses in a week and a month.**

# Model Test Paper

SAMPLE

# Model Test Paper

SAMPLE